

SECRET

FORM 8-61 (Rev. 1-62)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED															
1. SERIAL NUMBER				10 July 1962															
2. NAME (Last, First, Middle)																			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT														
TERMINATION			MONTH 9 20 YEAR 62		REGULAR														
6. FUNDS		7. COST CENTER NO. CHARGE		8. LEGAL AUTHORITY (Completed by Office of Personnel)															
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		3226-106V 1000		()															
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION																
DDP/TSD			Washington, D. C.																
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION														
Branch Analysis and Research Section			0652		D														
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) (SEE OCCUPATIONAL SERIES)		15. GRADE AND STEP		17. SALARY OR RATE															
GS 1397.01		13 (4)		11415															
16. REMARKS																			
Continuous Agency service from 23 March 1953 to 20 September 1962.																			
<p><u>Form 115 Remarks:</u> Terminated in accordance with provisions of CIA Regulation 20-27, Separation of Surplus Personnel, pursuant to authority of Director of Central Intelligence contained in Section 102 (c) of the National Security Act of 1947, as amended. This termination does not affect your right to seek or accept employment in any other department or agency of the U. S. Government if you are declared eligible for such employment by the U. S. Civil Service Commission.</p> <p>Authorized Maximum Separation Compensation in accordance with the provisions of CIA Regulation 20-32, Separation Compensation.</p>																			
18. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		19. APPROVING OFFICER'S SIGNATURE															
				SD/CMC															
SPACE BELOW FOR EXCLUSIVE USE OF PERSONNEL																			
<table border="1"> <thead> <tr> <th>NAME</th> <th>DATE</th> <th>REMARKS</th> <th>DATE</th> <th>REMARKS</th> <th>DATE</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12/11/62</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						NAME	DATE	REMARKS	DATE	REMARKS	DATE	REMARKS	1	12/11/62					
NAME	DATE	REMARKS	DATE	REMARKS	DATE	REMARKS													
1	12/11/62																		
20. POSITION CONTROL CERTIFICATION																			
<p>21. U.S. APPROVAL</p> <p>22. DATE APPROVED</p> <p>23. DATE</p>																			

SECRET

SECRET
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION						N V to V		V to UV			
Mo	Da	Yr							UV to V		UV to UV			
05	09	60												
1. Serial No.		2. Name (Last-First-Middle)			3. Date of Birth		4. Vet. Pref.		5. Sex		6. CS - LOD			
									M					
7. SED			8. CSC Perm.		9. CSC Or Other Legal Authority		10. Appt. Affidav.		11. FEGLI		12. LCD		13. MIL. SERV. CREDIT, LCD	

PREVIOUS ASSIGNMENT

14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDP/TSS						Washington, D. C.					
Div											
Analysis and Research Branch											
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
						92		GS		0136, 63	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13 3		10, 370		D		02/10/57		02/10/61		0225-1005-1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		12				REGULAR					

PRESENT ASSIGNMENT

31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
DDP/TSD											
Branch											
Analysis and Research Section											
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
		-CH				658		GS		1397. 01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
						02/10/57		02/10/61			
SOURCE OF REQUEST											
A. Requested By (Name And Title)						C. Motives					
Emanuele Fontana ext. 3031						Career Management Officer, TSD					
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						B. Placement					
B. Pay Control						C. Appraised By					
C. Classification											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Approved by [Signature] 5/10/61 </div>											

REQUEST FOR PERSONNEL ACTION

6-1011 VOUCHER-110

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr - Miss Mrs One & last name, initials, and surname)		2. DATE OF BIRTH	3. REQUEST BY	4. DATE OF REQUEST
[Redacted]		[Redacted]	[Redacted]	24 Jan 57
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED		7. C.S. OR OTHER LEGAL AUTHORITY
PROMOTION		[Redacted]		[Redacted]
8. POSITION (Specify whether established, change grade or title, etc.)		9. APPROVED		
[Redacted]		[Redacted]		
10. FROM	BY 92	11. POSITION TITLE AND NUMBER	TO	BY 92
GS-0136.63-12	\$7785 per annum	[Redacted]	GS-0136.63-13	\$8790 per annum
DDP/TSS		12. SERVICE, GRADE, AND SALARY	DDP/TSS	
[Redacted]		13. ORGANIZATIONAL DESIGNATIONS	[Redacted]	
[Redacted] Division		14. HEADQUARTERS	[Redacted] Division	
Analysis and Research Branch			Analysis and Research Branch	
Washington, D.C.			Washington, D.C.	
<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL	15. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

16. REQUESTED BY (Name and title)	17. REQUEST APPROVED BY
[Redacted]	[Redacted]
18. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	19. SIGNATURE
[Redacted] Ext. 3031	[Redacted]
20. TITLE: Chief Management Officer, TSS	

21. VETERAN PREFERENCE				22. SECURITY CLASSIFICATION ACTION									
NAME	DOB	OTHER	SP1	IS POINT	NO	YES	EA	REAL	ED-DT				
			X										
23. SEX	24. IS RACE	25. APPROPRIATION		26. SUBJECT TO C.S. SEPARATION ACT		27. DATE OF APPOINTMENT AFFIDAVIT (SUCCESSORS ONLY)		28. LEGAL RESIDENCE					
M	W	from	7-2505-20	YES				<input type="checkbox"/> CLAIMED	<input type="checkbox"/> PROVED	CALIF.			
		to	same	NO									

21. STANDARD FORM 63 REMARKS

29. CLEARANCE	INITIAL OR SIGNATURE	DATE	REMARKS
A	[Redacted]	31 FEB 57	
B. CLERK FOR POST OFFICE	[Redacted]		
C. CLERK FOR AIR MAIL	[Redacted]		
D. MAIL ROOM CLERK	[Redacted]		
E. APPROVED BY	[Redacted]		

SECRET

9213 [Redacted] 29 Jan 57

SECRET
(When Filled In)

PERSONNEL DATA SHEET

NAME: [REDACTED] AGE 40 years BIRTH: 24 January 1917
OFFICE: Washington, D.C.
ASSIGNMENT: [REDACTED] DEPT UNIT TSS PRIMARY CAREER DESIGNATION DT

PRESENT GRADE GS-12 PROPOSED TO SLOT NUMBER & GRADE BY 92
PROPOSED TO CLASS NUMBER & GRADE BY 92 GS-13

EDUCATION:
Two years coll. - No degree

LANGUAGE:
Japanese - slight

EXPERIENCE PRIOR TO CIA (Excluding SSU OWB):
'41-'43-Military Service
'44-'45-McCloud River Lbr. Co., Brakeman, \$1.10 p/h
'44-'48-U. S. Forest Service, Camp Administrator
'48-'51-Military Service

SUMMARY OF CIA WORK-OUT ASSIGNMENTS INCLUDING PROMOTIONS
(If Applicable)

Appt. - 23 Mar 1953-Tech Projects Off, GS-9
Reassign-13 Sept 1953, Technologist, TSS/[REDACTED] GS-9
Promot-9 May 1954-Technologist, TSS/[REDACTED] GS-11
Reass-27 Feb 1955-[REDACTED] TSS/[REDACTED] GS-11
Promot-19 Jun 1955-[REDACTED] TSS/[REDACTED] GS-12

REPORT MADE BY:

[REDACTED]
Acting Chief, TSS [REDACTED]

REVIEWED BY:

[REDACTED]
AC/TSS/[REDACTED]

SEE ATTACHED MEMORANDUM

G-3467
10 January 1956

MEMORANDUM FOR : Chief, TSS Administrative Staff

SUBJECT : Request for Promotion - [redacted]

1. It is requested that [redacted] be promoted from GS-12 to GS-13. [redacted] has been in grade for over 18 months. [redacted] has been Chief of the [redacted] Section of [redacted] for over 22 months. During this time he has exhibited ability in conducting and managing the activities of his branch. [redacted] is a [redacted] Analyst and is well-fitted to perform the duties required of the [redacted] Branch.

2. It is recommended that [redacted] be promoted to GS-13.

[redacted]
Acting Chief, TSS [redacted]

Distribution:

- 1 - Addressee
- 1 - TSS/[redacted]
- 1 - TSS/[redacted]/file
- 1 - TSS/[redacted]/Chrono

Concurs - [redacted]

SECRET
(When filled in)

DD/P
PERSONNEL DATA SHEET

NAME: []

AGE: 39 years

DATE: 27 May 1955

STATION Washington, D.C.
AND DUTIES: IC Tech Aids

DD/P UNIT: TSG

PRIMARY CAREER
DESIGNATION: DT

PRESENT GRADE: GS-11
PROPOSED GRADE: GS-12
CIA TRAINING:

PRESENT T/O SLOT
NUMBER AND GRADE: FY 92
GS-11

PROPOSED T/O SLOT
NUMBER AND GRADE: FY 92
GS-12

EDUCATION: Two years college - no degree

LANGUAGE PROFICIENCY:

Japanese - slight

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

- '41 - '43 - Military Service
- '44 - '45 - Mc Cloud River Lbr. Co., Brakeman, \$1.10 p/h
- '46 - '48 - U.S. Forest Service, Camp Administrator
- '48 - '51 - Military Service

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:

- Appt 23 Mar 1953, Tech Projects Off. GS-9
- Reassignment 13 Sept 1953, Technologist, [] GS-9
- Promotion 9 May 1954 - Technologist, [] GS-11
- Reassign 27 Feb 55 - [] GS-11

RECOMMENDED BY:

[]
Chief, TSG []

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD: [] has been acting Chief of the [] Branch of [] for over 12 months and during this time has exhibited ability in conducting and directing the activities of this Branch. [] is a professional [] analyst and is very well fitted to perform the duties assigned of the Analysis and Research Branch, both in its connections as Quality Control for [] production and as [] analyst. Request that in view of the foregoing, [] be promoted to GS-12.

SECRET

STANDARD FORM NO. 62
PROCESSED BY THE
U. S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20540

REQUEST FOR PERSONNEL ACTION

VOUCHER

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Mrs., Miss, etc. - One given name, initial(s), and surname) [Redacted] 2. DATE OF BIRTH [Redacted] 3. REQUEST NO. [Redacted] 4. DATE OF REQUEST [Redacted]

5. EFFECTIVE DATE A. PROPOSED: [Redacted] 6. APPROVED: 19 JUN 1955 7. C. S. OR OTHER OFFICIAL AUTHORITY: 27 May 55

8. PERSONNEL (Specify whether appointment, promotion, separation, etc.) PROMOTION 9. POSITION (Specify whether establish, change grade or title, etc.) [Redacted]

FROM: [Redacted] BY 92-11 TO: [Redacted] BY 92

10. POSITION TITLE AND NUMBER: GS-0136.03-11 35940 per annum DDF/Technical Services Staff 11. SERVICE, GRADE, AND SALARY: GS-0136.03-12 \$7040 per annum DDF/Technical Services Staff

12. ORGANIZATIONAL DESIGNATIONS: [Redacted] Division Analysis and Research Branch Washington, D.C. 13. HEADQUARTERS: [Redacted] on Division Analysis and Research Branch Washington, D.C.

14. FIELD OR DEPARTMENTAL: FIELD DEPARTMENTAL 15. FIELD OR DEPARTMENTAL: FIELD DEPARTMENTAL

16. REMARKS (Use reverse if necessary)

17. REQUESTED BY (Name and title) [Redacted] 18. REQUEST APPROVED: [Redacted Signature]

19. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) [Redacted] x 3031 20. TITLE: Career Management Officer, TSS

21. VETERAN PREFERENCE: NONE WWI OTHER 10 POINT DISAB. OTHER 22. POSITION CLASSIFICATION ACTION: NEW VICE I.A. REAL. SD-17

23. SEX: M F 24. RACE: W N 25. APPROPRIATION: FROM: 5-2515-20 same 26. SUBJECT TO C.S. RETIREMENT ACT (45-80): Yes 27. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) 28. LEGAL RESIDENCE STATE: CLAIMED PROVED

29. STANDARD FORM NO. REMARKS

22. CLEARANCE	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION	JMO	6/7/52	
D. PLACEMENT (ENR/ENPL)	J. C. [Redacted]	6-8-53	
E.			
F. A			

6-8-53

STANDARD FORM 52
FORM 52 (REV. 4-54)
U.S. GOVERNMENT PRINTING OFFICE
16-50000-1

SECRET

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			16 Feb. 55

5. NATURE OF ACTION REQUESTED:
 A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

REASSIGNMENT

B. POSITION (Specify whether establish, change grade or title, etc.)

U. APPROVED

FROM— TECHNOLOGIST BY 93 GS-1390.01-11 \$5940 per annum DSP/Technical Services Staff Division Analysis and Research Branch Washington, D.C.	4. POSITION TITLE AND NUMBER	TO— BY 92-11 GS-0136.63-11 \$5940 per annum
10. ORGANIZATIONAL DESIGNATIONS	11. HEADQUARTERS	12. FIELD OR DEPARTMENTAL
		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

6. REMARKS (Use reverse if necessary)

APPROVED BY TSS CAREER SERVICE PANEL

8. REGISTERED BY (Name and title)	9. REPORT APPROVED BY
	Signature: [Signature] Title: Career Management Officer, TSS

13. EMPLOYMENT PREFERENCE

13A. REGULAR	13B. OTHER	13C. PERMANENT	13D. OTHER
		X	

14. POSITION CLASSIFICATION ACTION	15. SERVICE TO COUNTRY (U.S. ONLY)	16. LEGAL RESIDENCE (ACQUISITION ONLY)
SD-76 DT	16A. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	16B. CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/>

17. APPROPRIATION	18. SERVICE TO COUNTRY (U.S. ONLY)	19. LEGAL RESIDENCE (ACQUISITION ONLY)
FROM 5-2515-20 TO same	18A. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	18B. CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/>

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A			
B. CLR. OR PHY. CONTROL		7/21/55	
C. CLASSIFICATION			
D. PAYMENT OR EMP.	OCB	2-25-57	

7. APPROVED BY [Signature] SECRET [Signature] 2-25-57

STANDARD FORM 52
 FORM 52 (Rev. 1-1-54)
 U. S. GOVERNMENT PRINTING OFFICE: 1954
 OMB NO. 3510-004

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
 If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs. Use both name, initials, and surname) _____ 2. DATE OF BIRTH _____ 3. REQUEST NO. _____ 4. DATE OF REQUEST _____

5. NATURE OF ACTION REQUESTED:
 A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
PROMOTION
 B. POSITION (Specify whether establish, change grade or title, etc.) _____

6. EFFECTIVE DATE
 A. PROPOSED: _____
 B. APPROVED: **8 MAY 1954**
 7. U.S. OR OTHER LEGAL AUTHORITY _____

FROM: TECHNOLOGIST BY 93-9
 GS-1390.01-9 \$5185
 8. POSITION TITLE AND NUMBER _____
 9. SERVICE GRADE AND SALARY _____
 10. ORGANIZATIONAL DESIGNATIONS _____
 11. HEADQUARTERS _____
 12. FIELD OR DEPARTMENTAL _____
 TO: TECHNOLOGIST BY 93
 GS-1390.01-11 \$5910
 DDE/Technical Services Staff
 [Redacted] Div
 [Redacted] Branch
 Washington D. C.
 FIELD [] DEPARTMENTAL []

A. REMARKS (Use carbon if necessary)
 PERIODIC STEP [] TO SALARY \$ 585
 23. PART []

B. REQUESTED BY (Name and title) _____ D. REQUEST APPROV _____
 Signature: _____
 Title: Acting Personnel Officer, TSS

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
 [Redacted] 8305

13. VETERAN PREFERENCE
 NONE [] WWI [] OTHER [] DD [] DISAB. [] OTHER []
 14. POSITION CLASSIFICATION ACTION
 NEW [] VET. [] I.A. [] (REAL) []
 CD-TS

15. SEX [] 16. RACE [] 17. APPROPRIATION FROM: 4-2515-20 TO: 4-2515-20
 18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) YES
 19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSARY ONLY) _____
 20. LEGAL RESIDENCE
 CLAIMED PROVED STATE: _____

21. STANDARD FORM 50 REMARKS
Approved by TSS (Leave Service Being)

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	BE	2/29/54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	HE	7/7/54	
E.			

F. APPROVED BY _____

STANDARD FORM 52
FORM 52
U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D.C. 20540

SECRET

REQUEST FOR PERSONNEL ACTION

VOICED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr - Miss - Mrs - One given name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[Redacted]	[Redacted]		23 Mar 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
REASSIGNMENT		APR 1 1954	
8. POSITION (Specify whether establish, change grade or title, etc.)		D. APPROVED:	

FROM— TECH PROJECTS OF BY 256-9 GS-1390-9 5185 DDP/Technical Services Staff [Redacted] Div Office of the Chief Washington D. C.	9. POSITION TITLE AND NUMBER	TO— TECHNOLOGIST BY 93-9 GS-1390.01-9 5185 DDP/Technical Services Staff [Redacted] Div Analysis & Research Branch Washington D. C.
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	10. SERVICE, GRADE, AND SALARY	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL
11. ORGANIZATIONAL DESIGNATIONS		12. FIELD OR DEPARTMENTAL

13. REMARKS (Use reverse if necessary)

... 38 Dec 52

... 5185

14. REQUESTED BY (Name and title)	15. REQUEST APPROVED BY
[Redacted]	[Redacted]
16. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	Signature
[Redacted] 6305	[Redacted]
	Title: Acting Personnel Officer, TSS

13. VETLIAN PRECEDENCE				14. POSITION CLASSIFICATION ACTION				CD-TS
NONE	WAR	OTHER	10 POINT	NEW	VICE	1 A.	REAL	
		X	DISAB OTHER					
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 4-2515-20 TO: 4-2515-20		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITION ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:		

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CELL OR POP CONTROL	BC	2 Apr 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMP.			
E.			

23. APPROVED BY

[Redacted]

SECRET

4/1/54

STANDARD FORM 52
PERSONNEL ACTION
U.S. GOVERNMENT PRINTING OFFICE
1950 O - 200-000

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs. - (Use given name, initials, and surname))		2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[Redacted]		[Redacted]		21 Aug 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)			6. EFFECTIVE DATE A. PROPOSED:	
Reassignment			13 Sept 53	
B. POSITION (Specify whether establish, change grade or title, etc.)			B. APPROVED: 13 Sept 53	

FROM: TECH PROJECTS OFF BY 256-9	8. POSITION TITLE AND NUMBER	TO: Same
GS-1390-9 35060	9. SERVICE, GRADE, AND SALARY	II
DWP/Technical Services Staff	10. ORGANIZATIONAL DESIGNATIONS	II
[Redacted] Div	11. HEADQUARTERS	II
Office of the Chief	12. FIELD OR DEPARTMENTAL	II
Washington D. C.		
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer to Vouchered Funds from Unvouchered Funds.

B. REQUESTED BY (Name and title)	D. REQUEST APPROVED BY
[Redacted]	[Redacted]
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	Signature: [Redacted]
	Title: Personnel Officer, TSC

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
HOME OR OTHER S.P.T.	IS POINT	NEW	SCALE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
15. SEX	16. GRADE	17. APPROPRIATION	18. SUBJECT TO C.S. REGULATION ACT (YES-NO)
Male	W	FROM: 4-2515-10 TO: 4-2515-20	Yes
19. DATE OF APPOINTMENT (ALLIANCE ONLY)		20. LEGAL RESERVE	
		<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE	

21. STANDARD FORM 60 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CIVIL RIGHTS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR LEVEL			
E.			
F. APPROVED BY	[Redacted]		

AUG 11 1953

AREA OF INTEREST

1944 - 1944 - 10 mos - CIC -
1950 - 5 mos - " - " -
1957 - 10 mos - " - "OK" -

LANGUAGE FACILITY


"International experience" - linked up no work during

1957 - NS 1957.

EVALUATION AND RECOMMENDATIONS (BE COMPLETE AND JUSTIFY DECISIONS, NOTE ANY UNFAVORABLE CIRCUMSTANCES.)

Person - solid; good officer; clear; matter; responsible;
in fact; seems of average intelligence - certainly
at "train". Handle small OK - impression as
a planner - somewhat timid - probably do a
small, dependable job, on an supervised level.
is very interested in language; doesn't mind strong work
and will be out. He liked instruction at school,
and would seem to be able to do a good job on
a minor level - working subject with his language
service. Would have been at least 60-7 level - would
not be much more than that. His school level
was: CIC experience (in work & evaluation); interest in
language - international work; handle subject; person interested

1957 - 10 mos - "OK" -
Don't let me see this.

SOURCE		REPORT OF INTERVIEW <i>B. J.</i>		CONTROL NUMBER	
FIELD	CASUAL			DATE	
RECOMMENDED FOR BRANCH		DISE		REFERRED BY	
NAME		DEPT., OFFICE OR BRANCH		DATE	
SERIAL NUMBER		ORGANIZATION		DATE OF BIRTH	
ADDRESS (HOME OR BUSINESS)		TELEPHONE		TELEPHONE	
ADDRESS (HOME)		TELEPHONE		TELEPHONE	
CITIZENSHIP (HOW ACQUIRED)					
NAME (HUSBAND OR WIFE)		DATE OF BIRTH		DATE OF BIRTH	
PLACE OF BIRTH		CITIZENSHIP (HOW ACQUIRED)			
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, GRADES, AND OTHER CURRICULAR ACTIVITIES)					
LANGUAGES (DEGREE OF FLUENCY, HOW ACQUIRED)					
FOREIGN EXPERIENCE (EXTENT AND PURPOSE)					
PRINCIPAL CIVILIAN EXPERIENCE (MAIN OCCUPATION, SPECIAL SKILLS, ACCOMPLISHMENTS, ELECTIVE OFFICES)					
MILITARY EXPERIENCE (PRINCIPAL DUTIES, SERVICE RECORDS, IF OFFICER: HONORS OF PERFORMANCE RATINGS; IF SERGEANT OR PRIVATE: DEGREE OF SKILLS, AOS AND BOS RATINGS)					

CANDIDATE MUST NOT SEE THIS PAGE

UNFAVORABLE CIRCUMSTANCES TO WHICH REFER

REMARKS: (ADDITIONAL PERTINENT INFORMATION)

Interview by [redacted] - I & L. for interview & testing.
- has been interviewed in the hand.
Good appearance. Neatly dressed - pleasant

May be a good man as a plugging type.
Conscientious worker but doubt very much
that he is a "flesh" at any thing! Very
slow spoken.

James P. L. He will bring in typed form 57a
CLEARED FOR CONSIDERATION BY: [redacted] *Examiner & dated*

SERVICE RECORD CHECKED:

FORM NO. 66-1

FORM NO. 57

RATINGS

FACTORS	RATINGS				EXPLANATION
	SUP	I	VS	D	
MOTIVATION - ENERGY, EFFORT, INITIATIVE, INTEREST IN ASSIGNMENT.					
PRACTICAL INTELLIGENCE - JUDGMENT, DECISIVENESS, ALERTNESS, PERCEPTION.					
STABILITY - EMOTIONAL CONTROL AND MATURITY, ABSENCE OF NERVOUS SYMPTOMS.					
ABILITY TO WORK WITH OTHERS - TACT, ABSENCE OF ANNOYING TRAITS.					
LEADERSHIP - ORGANIZING ABILITY, ABILITY TO WIN COOPERATION.					
PHYSICAL ABILITY - APPEARANCE, PRESENCE, WEIGHT, STAM 74.					

[Signature]
EXAMINER
JAN 19 1943

SECRET

(When Filled In)

BIOGRAPHIC PROFILE (PART I)						
1. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	5. CONVEYED COMP. DATE		
Single		M		23 Mar 1953		
6. MARITAL STATUS (If dependent)		7. YEARS OF BIRTH		8. US NATURALIZATION DATE(S)		
Single		0		NA		
9. CAREER STATUS		10. LAST REG. PPT. QUAL. FOR		11. SPOUSE		12. LEVEL FOR
Mar 1956		Feb 1959		O/S TDY		TDY O/S
13. CURRENT RESERVE STATUS		14. GRADE		15. ACTIVE DUTY WITH CIA		16. RELEASE TO MIL. SER.
None		None		None		None
17. ASSESSMENT DATE		18. PROFESSIONAL TEST DATE		19. LANGUAGE APTITUDE TEST DATE		
None		None		None		
20. NON-CIA EMPLOYMENT						
1935-45 McCloud River Lumber Co, McCloud, California - Lumberman, Brakeman (intermittently)						
1941-43 Military Service, US Army, Sgt - Intelligence Non-commissioned Officer						
1939; 1940; 1945-46 Dept of Agriculture, US Forest Service, Calif - Forest Guard; Camp Superintendent						
1946-49; 1950-53 Military Service, US Army, CIC, M/Sgt - Instructor USA; Special Agent in charge of Document Laboratory, Japan; Special Agent, Combat CIC Team, Korea; Instructor & Chief, Investigative Laboratory, USA.						
21. NON-CIA EDUCATION						
High school graduate						
Various Military Schools						
22. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None				
23. AGENCY SPONSORED TRAINING						
1955 Non-clerical Basic Typing						
24. CIA EMPLOYMENT HISTORY SINCE 15 SEPT 1952 (Personal Actions, Military Orders, and Principal Details)						
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	3D	ORGANIZATION & OCCAS. TITLE (If any)	LOCATION	
Mar 1953	Tech Proj Off 301	9		TSS/	Hq	
Feb 1954	Technologist 1390.01	9	TS	DDP/TSS/ /Ch, Anal&ResBranch	"	
May 1954	" 1390.01	11	DT	" " " " " " " "	"	
Jun 1955	" " " 0136.63	12	DT	DDP/TSS/ /Ch, Anal&Res	"	
Feb 1957	" " " 0136.63	13	DT	" " " " " " " "	"	
May 1960	" Tech 1397.01	13	D	" " " " " " " "	"	
25. DATE RECEIVED BY: 15 Sep 1961 OP/TSS/						
26. DATE RECEIVED BY: 3 Aug 1959						

FORM 1200 (PART I)

SECRET

PROFILE

100

SECRET

BIOGRAPHIC PROFILE (PART 2)

FILE SERIAL NO.
S7555

NAME (Last-First-Middle)

DATE OF BIRTH

23. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST 100 YEARS

See Attachment

24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REFERRED TO IN DETAIL

26. ADDITIONAL INFORMATION

Appreciation 1253 from Chief, NSA for excellent work on Report G-145 performed by TSS personnel. Endorsed by Chief, []/TSS.
Commendation 1255 from the field, conveyed by the Career Management Officer, TSS for efficiency in rendering support to an operation.

27. DATE REVISION
15 Sep 1961

28. PROFILE REVIEWED BY
OP/PCC/[]/TSS

FORM NO. 1300 (PART 2) 1959
SECRET

PROFILE

(6)

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER							
SECTION A GENERAL											
1. NAME (Last) (First) (Middle)		4. DATE OF BIRTH		3. SEX	5. GRADE						
				M	GS-13						
3. SERVICE DESIGNATION			6. OFFICIAL POSITION TITLE								
D			TECH CH								
7. OFF/DIVISION OF ASSIGNMENT											
DDP/TSD/											
8. NOT ELIGIBLE		9. MEMBER		DEFERRED							
<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>							
PENDING		DECLINED		DEFERRED							
<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>							
10. DATE REPORT DUE IN G.P.		11. REPORTING PERIOD		SPECIAL (Specify)							
31 January 1961		Jan 1960 thru Dec 1960									
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding											
SPECIFIC DUTY NO. 1		SPECIFIC DUTY NO. 4		RATING NO.							
Supervises A&R Section personnel		Oral Briefings		5							
SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 5		RATING NO.							
Analysis		Monitoring the writing of and writing technical reports		5							
SPECIFIC DUTY NO. 3		SPECIFIC DUTY NO. 6		RATING NO.							
Liaison with other Government Labs.		Monitors Program		5							
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance slightly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 					RATING NO. 4						
SECTION D DESCRIPTION OF THE EMPLOYEE											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLICABLE	NOT SERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE										X	
RESOURCEFUL										X	
ACCEPTS RESPONSIBILITIES										X	
CAN MAKE DECISIONS ON HIS OWN WHEN NECESSARY										X	
DOES HIS JOB WITHOUT STRONG SUPPORT										X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE										X	
WRITES EFFECTIVELY										X	
SECURITY CONSCIOUS										X	
THINKS CLEARLY										X	
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS										X	
OTHER											

SECRET

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

State strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Cite, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of ^{the} complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

One apparent weakness, which he continues to retain, is in his work relations with technical personnel; he has a tendency to drift from main topic under discussion to unrelated subjects, which, while they may be informative, decreases not only the Subject's productive capability, but, also that of the technical personnel.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
31 January 1961		
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
46		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	DC/TSD/[]/	[]
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	Chief, TSD/[]	[]

SECRET

APPLICATION FOR FEDERAL EMPLOYMENT

37-103

DO NOT WRITE IN THIS SPACE	1. Kind of position applied for, or name of examination Announcement No.	DO NOT WRITE IN THIS BLOCK															
	2. Options for which you wish to be considered (if listed in examination announcement)	For Use of Examining Office Only															
	3. Primary place(s) of employment applied for (City and State)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Appor.</td> <td><input type="checkbox"/> Material</td> <td colspan="2">Entered Register:</td> </tr> <tr> <td><input type="checkbox"/> Nonappor.</td> <td><input type="checkbox"/> Submitted</td> <td colspan="2"></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Returned</td> <td colspan="2"></td> </tr> </table>				<input type="checkbox"/> Appor.	<input type="checkbox"/> Material	Entered Register:		<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Submitted				<input type="checkbox"/> Returned		
	<input type="checkbox"/> Appor.	<input type="checkbox"/> Material	Entered Register:														
	<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Submitted															
		<input type="checkbox"/> Returned															
	4. Name (First, middle, maiden, if any, last) Mr. _____ Mrs. _____ Miss _____	Notations:															
	5. Address (Number, Street, City, Zone, State) _____ Ave., N. W. Washington, D. C. or c/o _____ _____ California	App. Reviewed:															
	6. Home phone _____ 7. Office phone _____	App. Approved:															
	8. Legal or voting residence (State) District of Columbia																
	9. Height without shoes 5 feet 11 inches																
	10. Weight 200 lbs.																
	11. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female																
	12. Marital status <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single (Incl. widowed, divorced)																
	13. Birthplace (City and State, or foreign country) McKinley County, New Mexico																
	14. Birth date (Month, day, year) _____																
15. Social Security Number _____																	
16. If you have ever been employed by the Federal Government, indicate last grade and job title: GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-14 Slot) Dates of service in that grade From 12 Feb. 1957 To 20 September 1962																	

17. AVAILABILITY INFORMATION

A. Lowest grade or pay you will accept Per _____ or grade OPEN	B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," indicate by "X" in appropriate box or boxes. <input type="checkbox"/> 1 mo. or less <input checked="" type="checkbox"/> 1 to 4 months <input type="checkbox"/> 4 to 12 months
C. Will you accept less than full-time employment (less than 40 hours per week)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	D. Are you willing to travel? <input type="checkbox"/> Not at all <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently
E. Will you accept employment in Washington, D.C.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outside U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	F. Will you accept appointment only in certain locations? If "Yes," list locations: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. List Dates, Branch, and Serial or Service Number of All Active Service		
From 19 May 1941 29 Nov. 1946 5 Jan. 1950	To 5 Nov. 1943 8 Oct. 1949 20 Mar. 1953	Branch of Service U. S. Army Serial or Service Number _____
B. Have you ever been discharged from the armed forces under other than honorable conditions? <input type="checkbox"/> Yes (Give details in Item 59) <input checked="" type="checkbox"/> No		
C. Do you claim 5-point preference based on wartime military service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	D. Do you claim 5-point preference based on service during peacetime campaign? <input type="checkbox"/> Yes (Complete and attach Standard Form 15) <input checked="" type="checkbox"/> No	
E. Do you claim 10-point preference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE: <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Mother		

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information given in answer to Question 18 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.

VETERAN PREFERENCE ALLOWED: 5-point 10-point Comp. Disab. Other 10-point None

Signature and title	Agency	Date
---------------------	--------	------

Attachment I

1962 to Present - Associated as a technical consultant with [redacted] Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

[redacted]

[redacted]

[redacted] Analyst (Continued)

- b. Participated in establishing [redacted] and present plans call for continuation of this TDY consulting and advisory work.

Per request from Training, periodically briefs Foreign Intelligence Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the [redacted] problem.

II SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from the customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for [redacted] methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefits to Agency technical services to intelligence efforts.

III QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1397.01, [redacted] title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

[redacted] [redacted]

I. DUTIES AND RESPONSIBILITIES

The analysis and Research Section is responsible for advisory, developmental and service work in the field of [redacted] Analysis in support of overt and covert activities of the Agency. This included technical testing and research into [redacted]

The Section Chief directs the assignments of projects, studies developments in scientific fields supporting [redacted] work, advises Agency officials on the current and long range capabilities in [redacted] or evaluation [redacted] and prepares recommendations for direction of the program.

Specifically:

1. The Section Chief, under the policy direction of Staff Chief, and administratively reporting to Branch Chief, provides administrative and technical supervision to [redacted] Analysts in the Section and continually insures that their technical competence is maintained. The Section Chief reviews requests for analysis [redacted] and contents, establishes priorities for use of Section Personnel and suggests available external facilities for analysis or research.
2. Studies developments in Analysis and evaluation [redacted] and their contents as done by other Federal Agencies (FBI, Post Office, Treasury, Insurance Corporations, Private Practitioners in the [redacted] Analysis field and Clinical Psychologists. Initiated inter-agency collaboration on use of technical facilities and indices of characteristics [redacted]
3. Makes review of recommendations [redacted] Analysts, Consultants, and Contract Employees engaged in analytical and projective studies, determines courses of action for additional research, confers with case officers and program leaders on the availability of additional data, time limits, operational potentials, etc., to develop additional facts of problems to be employed or to make final recommendations on the contents, validity, possible origination and processing [redacted] subject to study.
4. a. As advisor and consultant to major component program officials, provides authoritative material on the potential [redacted] involving [redacted] other physical items, makes periodic evaluations of case history [redacted] and provides other technical [redacted] service as may be required.

(Continued on Page 2)

1946 to 1953 - Worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC school and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC school and lived and worked three years in two foreign countries.

1945 to 1946 - Held the position of Camp Superintendent of a 100 man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941 to 1943 - Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939 to 1940 - Forest Guard, U. S. Forest Service, California

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

[redacted] N. W.
Washington 16, D. C. 20016
Telephone [redacted]

RESUME

I Personal

Age 46 - Married - No Children

II Education

- a - Grammar School - Oregon & California
- b - Junior High School - Oregon & California
- c - High School - Oregon & California
- d - College Level CED (USAFI) 1943

III Special School and Training Courses

- a - U. S. Forest Service School for Fire Control and Prevention, Shasta National Forest, California; 1939 and again in 1940.
- b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942
- c - U. S. Forest Service School for Fire Control & Prevention, Shasta National Forest, California, 1946.
- d - U. S. Forest School for Timber Disease Control (Elster Rust), Klamath National Forest, California, 1946
- e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
- f - Instructor Guidance Course, U. S. CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

IV Empirical Background

1962 to Present - Associated as a technical consultant with [redacted] Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed [redacted] systems currently in operation [redacted] within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. BY EMPLOYEE (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
1	Dates of employment (month, year) From <u>Unemployed</u> To <u>present time</u>		Exact title of position	Number and kind of employees you supervised
	Salary of earnings Starting \$ <u> </u> per <u> </u> Present \$ <u> </u> per <u> </u>		Classification Grade (If in Federal service)	Place of employment (City & State)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor	
Reason for wanting to leave				
Description of work <u>NOT APPLICABLE</u>				
2	Dates of employment (month, year) From <u>23 Mar. '53</u> To <u>20 Sept. '52</u>		Exact title of position <u>Intelligence Off. (See Slot)</u>	Number and kind of employees you supervised <u>3 Analysts</u>
	Salary of earnings Starting \$ <u>5,050.00</u> per annum Final <u>\$11,415.00</u> per annum		Classification Grade (If in Federal service) <u>GS-13 Step 4</u>	Place of employment (City & State) <u>Washington, D. C.</u>
Name and address of employer (firm, organization, etc.) <u>Central Intelligence Agency 2430 E Street, N. W., Washington, D. C.</u>			Name, title, and present address of immediate supervisor <u>Chief, Personnel Operations Division ATTENTION: []</u>	
Reason for leaving <u>Reduction in force. Small section assimilated by 3 larger branches, and</u>				
Description of work <u>my slot and grade eliminated.</u>				
<u>SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA</u>				
<u>Also Attachment I</u>				
3	Dates of employment (month, year) From <u>09 Nov. '46</u> To <u>20 Mar. '53</u>		Exact title of position <u>Special Agent CIC</u>	Number and kind of employees you supervised <u>0-5 Specialists</u>
	Salary of earnings Starting \$ <u>900.00</u> per annum Final <u>\$3300.00</u> per annum		Classification Grade (If in Federal service) <u>E-7 (E-7)</u>	Place of employment (City & State) <u>Ft. Belvoir, Md.</u>
Name and address of employer (firm, organization, etc.) <u>Investigative Control Section AC of S - G-2, Ft. Belvoir, Maryland</u>			Name, title, and present address of immediate supervisor <u>Millard F. Dougherty, Maj., Inf. add. unknown (last supervisor)</u>	
Reason for leaving <u>Better job</u>				
Description of work <u>Under Investigative Control Section, A. C. of S., G-2, Ft. Belvoir, Md.;</u>				
<u>Relieved Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC</u>				
<u>Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Relieved</u>				
<u>Chief of Special Projects, Tech. Laboratory, for Data Investigative Section of Sec</u>				
<u>urity nature. (As lab. chief, specialized in [] analysis.)</u>				

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE
• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND ACHIEVEMENTS

A. Kind of license or Certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.) None	B. State or other licensing authority	C. Year of first license or certificate	D. Year of latest license or certificate
E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilith, compass, key punch, spirit level, transcribing machine, microscope or professional device) Industrial machinery (lumber) including Diesel generator (small); Ferrous laboratory equipment (quantity of equipment); Metal; etc. etc. etc.	F. Approximate number of words per minute: Typing None Shorthand None		
G. Special qualifications and awards on application. (For example, past work experience, publications (do not submit copies unless requested); your patents or inventions; books written and publications prepared; membership in professional societies, etc.; and honors and fellowships received) Suggested and directed development of the Identikit System; Member of IAI; Over 200 lecture hours at CIG School; Co-author of the Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".			

21. EDUCATION

A. Place "X" in column indicating highest grade completed	B. If you graduated from high school, give date	C. Name and location of last high school attended							
1 2 3 4 5 6 7 8 9 10 11 12	USAFI X 1935 (GEO-1947)	McCloud High School McCloud, California							
D. Name and location of college or university		Dates attended		Years completed		Credit hours		Degree received	Year received
None		From	To	Day	Night	Semester	Quarter		
E. Chief undergraduate college subjects		Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects				Semester Hours Credit	Quarter Hours Credit
None									
G. State major field of study at highest level of college work College Level GEO (USAFI) 1948									
H. Other schools or training (for example, trade, vocational, Armed Forces, or business) Give for each the name and location of school, dates attended, subjects studied, certificate, and any other pertinent data. Chemical Warfare School, 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Courses, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.									

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?
 Yes No

If "Yes," give in Item 19 names of countries, dates and length of time there and nature of purpose (military service, business, education or pleasure).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading		Speaking		Understanding		Writing	
	Ext.	Some	Ext.	Some	Ext.	Some	Ext.	Some
None								

24. REFERENCES

List three persons living in the United States or territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and ability for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

FULL NAME	FRIENDS TO WHOM YOU WERE ADDRESS (Number, Street, City, State, and Zip)	BUSINESS OR OCCUPATION
(Lt. Col., Ret.)	Clarksburg, Maryland	Dir. Bur. of Ident. Lab., Ft. Det. Analyst
	Silver Spring, Maryland	FBI Laboratory
	Drive	Dir. Mil. Assis. Institute

ANSWER ALL QUESTIONS BY PLACING "X" IN PROPER COLUMN		YES	NO
25. Are you a citizen of the United States or American? If "No," give country of which you are a citizen.		X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?			X
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, fascist, Communist, or subversive, or which has adopted, or shown, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? <i>If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and date of membership. Give complete details of your activities therein and make any explanation you deem necessary regarding your membership or activities. (See Instruction Sheet.)</i>			X
28. Have you any physical handicap, chronic disease, or other disability?			X
29. Have you ever had a nervous breakdown?			X
30. Have you ever had tuberculosis? <i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 32.</i>			X
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? <i>If your answer is "Yes," give dates of and reasons for each disbarment in Item 32.</i>			X
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? <i>If your answer is "Yes," give in Item 35 for each such relative (1) full name; (2) present address; (3) relationship; (4) department or agency to which employed; and (5) kind of appointment.</i>			X
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? <i>If your answer is "Yes," give details in Item 35.</i>			X
34. Are you an official or employee of any State, territory, county, or municipality? <i>If your answer is "Yes," give details in Item 35.</i>			X
35. Have you ever been discharged (fired) from employment for any reason?		X	
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? <i>If your answer to 35 or 36 above is "Yes," give details in Item 35. Show the name and address of employer, approximate date, and reasons for each case. This information should agree with statements made in Item 17—Experience.</i>			X
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$50.00 or less; and (2) anything that happened before your 16th birthday. All other incidents must be recorded, even though they were dismissed or you merely furnished collateral.)			X
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? <i>If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.</i>			X
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.	Answer	Item No.	Answer
22	Japan, Military Service, 1940-9, 1950-1; Korea, Military Service, 1950-1;	35	Because of bad eyes. When this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.
If more space is required, use full sheets of paper, approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.			
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION			
A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.			
CERTIFICATION			
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.			
Signature of applicant _____		Date _____	

APPLICATION FOR FEDERAL EMPLOYMENT

37-103

DO NOT WRITE IN THIS SPACE

APPLICANT INFORMATION

1. Kind of position applied for, or name of examination: _____ Announcement No. _____

2. Options for which you wish to be considered (if listed in examination announcement): _____

3. Primary place(s) of employment applied for (City and State): _____

4. Name (First, middle, maiden, if any, last)
 Mr. _____
 Ms. _____
 Miss _____

5. Address (Number, Street, City, Zone, State)
 _____ H. W. Washington, D. C.
 or c/o _____ California _____

6. Home phone: _____ Office phone: _____

7. Legal or voting residence (State): District of Columbia

8. Height without shoes: 5 feet, 11 inches

9. Weight: 200 lbs.

10. Sex: Male Female

11. Marital status: Married Single (incl. widowed, divorced)

12. Birthplace (City and State, or foreign country): McKinley County, New Mexico

13. Birth date (Month, day, year): _____ Social Security Number: _____

14. If you have ever been employed by the Federal Government, indicate last grade and job title:
GS-13, Intelligence Officer (Section Chief)
(Step 4) (GS-14 Slot)
 Dates of service in that grade:
 from 12 Feb. 1957 To 20 September 1962

ANNOUNCEMENT NO.

DO NOT WRITE IN THIS BLOCK
 For Use of Examining Office Only

Appor. Material Entered Register
 Nonappor. Submitted Returned

Notations:

App. Reviewed: _____
 App. Approved: _____

Option	Grade	Earning Rating	Preference	Augm. Rating
			<input type="checkbox"/> 5 points (Test.)	
			<input type="checkbox"/> 10 points Comp. Test	
			<input type="checkbox"/> Other 10 Points	
			<input type="checkbox"/> Disal.	
			<input type="checkbox"/> Being Investigated	

Initials and date: _____

12. AVAILABILITY INFORMATION

A. Lowest grade or pay you will accept: _____ Per _____ or grade OPEN

B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) Yes No. If "Yes," indicate by "X" in appropriate box or boxes.
 1 mo. or less 1 to 4 months 4 to 12 months

C. Will you accept less than full-time employment (less than 40 hours per week)? Yes No

D. Are you willing to travel? Not at all Occasionally Frequently

E. Will you accept employment in Washington, D.C.? Yes No Outside U.S.: Yes No

F. Will you accept appointment only in certain locations? Yes No If "Yes," list locations: _____

13. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. List Dates, Branch, and Serial or Service Number of All Active Service

From	To	Branch of Service	Serial or Service Number
19 May 1941	9 Nov. 1943	U. S. Army	_____
29 Nov. 1945	8 Oct. 1949		
6 Jan. 1950	20 Mar. 1953		

B. Have you ever been discharged from the armed forces under other than honorable conditions? Yes (Give details in Item 57) No

C. Do you claim 5-point preference based on wartime military service? Yes No

D. Do you claim 5-point preference based on service during previous campaign? Yes (Complete and attach Standard Form 15) No

E. Do you claim 10-point preference? Yes No. If "Yes," what type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE Compensable disability Disability Wife Widow Member

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information given in answer to Question 12 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.

VETERAN PREFERENCE ALLOWED 5 point 10 point Comp. Ensh. Other 10 points None

Signature and title: _____ Agency: _____ Date: _____

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EXPERIENCE (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No

1	Dates of employment (month, year)		Exact title of position	Number and kind of employees you supervised
	From	To present here		
Salary or earnings		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization (Manufacturing, accounting, insurance, etc.)
Starting \$				
Present \$		Name and address of employer (Firm, organization, etc.)		
Name, title, and present address of immediate supervisor				

Reason for wanting to leave

Description of work NOT APPLICABLE

2	Dates of employment (month, year)		Exact title of position	Number and kind of employees you supervised
	From	To		
Salary or earnings		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization (Manufacturing, accounting, insurance, etc.)
Starting \$				
Final \$		Name and address of employer (Firm, organization, etc.)		
Name, title, and present address of immediate supervisor				

Reason for leaving Reduction in force. Small section assimilated by 3 larger branches, and

Description of work slot and grade eliminated.

SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA

Also attachment 1

3	Dates of employment (month, year)		Exact title of position	Number and kind of employees you supervised
	From	To		
Salary or earnings		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization (Manufacturing, accounting, insurance, etc.)
Starting \$				
Final \$		Name and address of employer (Firm, organization, etc.)		
Name, title, and present address of immediate supervisor				

Reason for leaving Left job

Description of work Under Investigative Control Section, A. C. of S., G-2, Ft. Holabird, Md.;
Enlisted Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC
Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Enlisted
Chief of Special Projects, Tech. Laboratory, Far East; Investigated crimes of se-
curity nature. (As lab. chief, specialized in

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

[Redacted]

[Redacted]

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers
\$269¹/₂ per annum
\$302¹/₂ per annum SP-7
Yreka, California U. S. Forest Service
U. S. Forest Service, Yreka, California Art London, § USFS, Yreka, California

Enlist in Counter Intelligence Corps, U. S. Army
Supervised 100-man forest camp for the purpose of controlling timber disease.

5. 5 November 1943 - 15 April 1945 Laborer None

\$0.90 per hour
\$1.10 per hour Unknown McCloud, California Lumber,
McCloud River Lumber Company, McCloud, California - James Herbert, McCloud, Calif.
Return to the United States Forest Service.

Operated Lumber carrier and brakeman on small diesel locomotive.

6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts
Intelligence NCO
Combat Intelligence
\$21.00 per month Sergeant Continental Limits of United States U. S. Army
\$75.00 per month Supervisor - Unknown

U. S. Army
Honorable Discharge

Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation of information on the subject of enemy military operations.

7. 1 May 1939 to 10 May 1941 - Forest Guard None

\$100 per month Unknown McCloud, California U. S. Forest Service
United States Forest Service Earl Sullaway, McCloud, California
McCloud, California

Enlisted in the U. S. Army under draft requirement but not yet called for service.
Prevention and Suppression of forest fires.

8. January 1935 to May 1939 Laborer

Laborer in lumber & oil industry.

[redacted]
[redacted] N. W.
Washington 16, D. C. 20016
Telephone [redacted]

RESUME

I Personal
Age 40 - Married - No Children

II Education
a - Grammar School - Oregon & California
b - Junior High School - Oregon & California
c - High School - Oregon & California
d - College Level GED (USAFI) 1948

III Special School and Training Courses
a - U. S. Forest Service School for Fire Control and Prevention, Shasta National Forest, California; 1939 and again in 1940.
b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942
c - U. S. Forest Service School for Fire Control & Prevention, Shasta National Forest, California, 1946.
d - U. S. Forest School for Timber Disease Control (Blister Rust), Klamath National Forest, California, 1946
e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
f - Instructor Guidance Course, U. S. CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

IV Empirical Background
1962 to Present - Associated as a technical consultant with [redacted] Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed [redacted] systems currently in operation [redacted] within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

1946 to 1953 - Worked as a Special Agent (ERS-1301) in the Army's Counter Intelligence Corp in the grade of Master Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC school and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC school and lived and worked three years in two foreign countries.

1945 to 1946 - Held the position of Camp Superintendent of a 100 man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941 to 1943 - Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939 to 1940 - Forest Guard, U. S. Forest Service, California

1935 to 1939 - Lumber Industry, California

Additional information upon request.

[redacted] [redacted]

I. DUTIES AND RESPONSIBILITIES

The analysis and Research Section is responsible for advisory, developmental and service work in the field of [redacted] Analysis in support of overt and covert activities of the Agency. This includes technical testing and research into [redacted]

The Section Chief directs the assignments of projects, studies developments in scientific fields supporting [redacted] work, advises Agency officials on the current and long range capabilities in [redacted] and prepares recommendations for direction of the program.

Specifically:

1. The Section Chief, under the policy direction of Staff Chief, and administratively reporting to Branch Chief, provides administrative and technical supervision to [redacted] Analysts in the Section and continually insures that their technical competence is maintained. The Section Chief reviews requests for analysis [redacted] and contents, establishes priorities for use of Section Personnel and suggests available external facilities for analysis or research.
2. Studies developments in Analysis and evaluation [redacted] and their contents as done by other Federal Agencies (FBI, Post Office, Treasury, Insurance Corporations, Private Practitioners in the [redacted] Analysis field and Clinical Psychologists. Initiated inter-agency collaboration on use of technical facilities and indices of characteristics of [redacted] materials.
3. Makes review of recommendations of [redacted], Consultants, and Contract Employees engaged in analytical and projective studies, determines courses of action for additional research, confers with case officers and program leaders on the availability of additional data, time limits, operational potentials, etc., to develop additional facts of problems to be employed or to make final recommendations on the contents, validity, possible origination and processing [redacted] subject to study.
4. a. As advisor and consultant to major component program officials, provides authoritative material on the potential of identification involving [redacted] and other physical items, makes periodic evaluations of case history records and provides other technical [redacted] service as may be required.

(Continued on Page 2)

[redacted] [redacted]

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers
\$2694 per annum
\$3021 per annum SP-7
Yreka, California U. S. Forest Service
U. S. Forest Service, Yreka, California Art London, USFS, Yreka, California
Enlist in Counter Intelligence Corps, U. S. Army
Supervised 100-man forest camp for the purpose of controlling timber disease.

5. 5 November 1943 - 15 April 1945 Laborer None
\$0.90 per hour
\$1.10 per hour Unknown McCloud, California Lumber
McCloud River Lumber Company, McCloud, California- James Herbert, McCloud, Calif.
Return to the United States Forest Service.
Operated lumber carrier and brakeman on small diesel locomotive.

6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts
Intelligence NCO
Combat Intelligence
\$21.00 per month Sergeant Continental Limits of United States U. S. Army
\$75.00 per month Supervisor - Unknown
U. S. Army
Honorable Discharge

Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation of information on the subject of enemy military operations.

7. 1 May 1939 to 10 May 1941 - Forest Guard None
\$100 per month Unknown McCloud, California U. S. Forest Service
United States Forest Service Earl Sullaway, McCloud, California
McCloud, California
Enlisted in the U. S. Army under draft requirement but not yet called for service.
Prevention and Suppression of forest fires.

8. January 1935 to May 1939 Laborer
Laborer in lumber oil industry.

[Redacted]

[Redacted]

Analyst (Continued)

[Redacted]

b. Participated in establishing [Redacted] analysis facilities in foreign governments and present plans call for continuation of this TUI consulting and advisory work.

Per request from Training, periodically briefs Foreign Intelligence Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the [Redacted] problem.

II SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from the customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for [Redacted] methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefits to Agency technical services to intelligence efforts.

III QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1397.01, [Redacted] Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE
• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of license or certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.) None	B. State or other licensing authority	C. Year of first license or certificate	D. Year of latest license or certificate
E. Special skills you possess and machines and equipment you can use. (For example, shot work, radio, multilith, compressors, key punch, turret lathes, toolmaking machine, stencils, or professional devices) Industrial machinery (lumber) including Diesel Locomotive (small); Forensic Laboratory equipment (questioned document); Identi-Kit Cop.; Tech. Intelligence Equipment.		F. Approximate number of words per minute: Typing _____ Shorthand _____	
G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested), your patents or inventions; public speaking and publications experience; membership in professional or scientific societies, etc. and honors and fellowships received.) Suggested and directed development of the Identi-Kit System; Member of IAI; Over 200 lecture hours at CIC School; Co-author of CIC Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".			

21. EDUCATION

A. Place "X" in column indicating highest grade completed												B. If you graduated from high school, give date		C. Name and location of last high school attended						
1	2	3	4	5	6	7	8	9	10	11	12	UDAPT 1935 (GED-1947)		McCloud High School McCloud, California						
D. Name and location of college or university												Dates attended		Years completed		Credit hours		Degree received	Year received	
None												From	To	Day	Night	Semester	Quarter			
E. Chief undergraduate college subjects						Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects				Semester Hours Credit	Quarter Hours Credit							
None																				
G. State major field of study at highest level of college work College Level GED (UDAPT) 1949																				
H. Other schools of training (for example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data. Chemical Warfare Sch., 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Course, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.																				

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?
 Yes No

If "Yes," give in Item 19 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or vacation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading		Speaking		Understanding		Writing	
	Ext.	Mod.	Ext.	Mod.	Ext.	Mod.	Ext.	Mod.
None								

24. REFERENCES

List three persons living in the United States or territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, Zone, and State)	BUSINESS OR OCCUPATION
(Lt. Col., Ret.)	Clarkburg, Maryland _____ Drive	Dir. Eur. of Ident. Lab., P. O. Post Box _____ Analyst
	Silver Spring, Maryland _____ Drive	FBI Laboratory
Major Gen. (Ret.)	Halls Church, Virginia	Dir. Mil. Assis. Institute

ANSWER		QUESTIONS BY PLACING "X" IN PROPER COL.		YES	NO
25. Are you a citizen of the United States of America? If "No," give country of which you are a citizen:				X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?					X
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? <i>If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)</i>					X
28. Have you any physical handicap, chronic disease, or other disability?					X
29. Have you ever had a nervous breakdown?					X
30. Have you ever had tuberculosis? <i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.</i>					X
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? (If your answer is "Yes," give dates of and reasons for such debarment in Item 39.)					X
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? <i>If your answer is "Yes," give in Item 39 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed, and (5) kind of appointment.</i>					X
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? <i>If your answer is "Yes," give details in Item 39.</i>					X
34. Are you an official or employee of any State, territory, county, or municipality? <i>If your answer is "Yes," give details in Item 39.</i>					X
35. Have you ever been discharged (fired) from employment for any reason?				X	
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? <i>If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 39—Experience.</i>					X
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$50.00 or less, and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely benefited collateral.)					X
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? <i>If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.</i>					X
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.					
Item No.	Answer	Item No.	Answer		
22	Japan, Military Service, 1942-9, 1950-1; Korea, Military Service, 1950-1;	35	Because of bad eyes, when this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.		
If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.					
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION					
A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.					
CERTIFICATION					
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.					
Signature of applicant _____				Date _____	

RESUME

[redacted]
[redacted], N.W.
Washington, D.C. 20016
Telephone: [redacted]

PERSONAL

Age: 46
Marital Status: Married, no children

EDUCATION

Grammar School - Oregon and California
Junior High School - Oregon and California
High School - Oregon and California
College Level GED (USAFI) 1948

Special Schools and Training Courses:

1. U.S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1940.
2. U.S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.
3. U.S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California, 1945.
4. U.S. Forest School for Timber Disease Control (Blister Rust) Klamath National Forest, California, 1946.
5. U.S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
6. Instructor Guidance Course, U.S. Army CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

EMPIRICAL BACKGROUND

From 1962 to present, I have been associated, as a technical consultant, with [redacted], Inc., Washington, D.C. specializing in commercial and industrial security.

From 1953 to 1962, I was an Intelligence Officer with the U. S. Government, Central Intelligence Agency (Annual Salary \$11,415, GS-13). As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with Senior Staff components of CIA; delivered numerous technical briefings to both U.S. and foreign police and intelligence services; initiated and maintained liaison with other U.S. Government components; activated and directed research projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous other agencies engaged in police and intelligence.

14-00000

I also initiated and developed [redacted] systems currently in operation [redacted] within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

From 1946 to 1953, I worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master/Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two textbooks for the CIC School and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC School and lived and worked three years in two foreign countries.

1945-1946 I held the position of Camp Superintendent of a 100-man forest camp engaged in timber disease control, U.S. Forest Service, California.
1941-1943 Military Service, U.S. Army, Intelligence NCO, MOS 631, Combat Intelligence.
1939-1940 Forest Guard, U.S. Forest Service, California
1935-1939 Lumber Industry, California
Additional information upon request

[redacted], U. S.
Washington 16, D. C. (20516)
Telephone: [redacted]

RESUME

- I Personal -
Age 46 - Married - No Children.
- II Education -
 - a - Grammar School - Oregon & California.
 - b - Junior High School - Oregon & California.
 - c - High School - Oregon & California.
 - d - College Level CED (USAFI) 1948.
- III Special Schools and Training Courses -
 - a - U. S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1949.
 - b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.
 - c - U. S. Forest Service School for Fire Control & Prevention, Shasta, National Forest California, 1945.
 - d - U. S. Forest School for Timber Disease Control (Blister Rust) Klamath National Forest, California, 1946.
 - e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
 - f - Instructor Guidance Course, U. S. Army CIC School, Fort Holabird, Maryland - 1947 and again in 1952.

IV Empirical Background -
From 1962 to present, I have been associated, as a technical consultant, with [redacted] Inc., Washington, D. C. specializing in commercial and industrial security.

From 1953 to 1962, I was an Intelligence Officer with U. S. Government, Central Intelligence Agency (Annual Salary - \$11,415 - GS-13). As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for: the direction and administration of the branch operations, determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained liaison with other U. S. Government components; activated and directed research projects carried out by private organizations such as Universities, private consultants, and private research corporations. During the above period, I trained and briefed the police and intelligence agencies of more than 50 foreign countries and actually traveled and worked in 6 foreign countries. I also initiated and developed [redacted] systems currently in operation [redacted] within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that agency.

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1941-1943 Military Service, U. S. Army, Intelligence NCO, NOS 631, Combat Intelligence.

1939-1940 Forest Guard, U. S. Forest Service, California.

1935-1939 Lumber Industry, California.

Additional information upon request.

NO FURTHER CORRECTIONS
1967

[redacted] [redacted]
[redacted] Analyst - GS-14 (Section Chief) - page 2.

b. Section Chief participated in establishing facilities [redacted] and present plans call for continuation of this TDY consulting and advisory work.

c. Per request from Training, Section Chief periodically briefs Foreign Intell. Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the [redacted] document problem.

II. SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customer's application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customer application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for [redacted] identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefit to Agency technical services to intelligence efforts.

III. QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1377.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

Handwritten signature and date:
[Signature] 3/11/64

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

H a n d l e W i t h C a r e

SECRET

Republican National Committee

S-E-C-R-E-T
(When Filled In)

Atty General, No. 8-9810

NAME		Title, Grade & Salary		Office & Extension		DOB	EOD	LWD	Type Referral
		Reference Data		7-510			1/83	20 2/80	101
Date of Interview		Details of Out Placement (Including Cover & Security Data)							
11/2/62		<p>Personnel brought in copy of SF which he had checked & indicated he had his own contacts. Said in one week he received a communication through a cable message for a proposition & the FBI advised him for the purpose of trying under such policies. Several days previously, [redacted] knew what he wants & promised a check book if he made any trip.</p>							
Sept 3 64		<p>Subject came in late 1963 and was given assistance in filing for FAMS and he qualified at a grade 13/14 level. He was referred to xxxxxx several jobs and I have just been informed that he has taken a position with the Republican National Committee as assistant security officer.</p>							
Nov 1964		<p>Subject called to advise me that since the republicans had been beaten that he was out of a job.</p>							
Dec 1965		<p>Called [redacted] and referred him to The Plaza hotel in New York for a position as security officer. I called the personnel officer of the hotel and told him of the subject's qualifications and set up an appointment for an interview. [redacted] went for the interview and was offered the position which paid \$1.60 per hour and meals. At that time he was being considered for another position and xxxx asked time to consider offer.</p>							
Jan 11 1965		<p>Contacted [redacted] to see if he had made up his mind about the job in NY as I had sent one else to refer. He advised me that he was being considered for position as security officer with the Republican National Committee and he would know after they met in Chicago Jan 22/</p>							
11/2/65		<p>— from him personally - Do for subject himself he was trying private industry.</p>							

65-5115-2-106

S-E-C-R-E-T
(When Filled In)

NAME		Title, Grade & Salary	Office & Extension	DOB	EOD	LWD	Type Referral
Reference Data							OP Interviewer
Date of Interview	Details of Out Placement (Including Cover & Security Data)						
OUT PLACEMENT INTERVIEW RECORD							

3-62

S-E-C-R-E-T

(See Reverse)

S-E-C-R-E-T
(When Filled In)

100 State

NAME

[Redacted Name]

Title, Grade & Salary
Subchief 13

Office & Extension
TS2/ 82009

DOB

4/2/53

LWD

Type Referral
1/1

Reference Data

*Creation
T-10-1-300 analyst*

CP Interviewer

[Redacted CP Interviewer]

Date of Interview

Details of Out Placement (Including Cover & Security Data)

*2nd "recognition" photo taken
out of the photo file of photo*

22 March 68

*Saw [Redacted] Think this is a good chance of his retention. Has good background in
from identification, etc. work etc. Has written several books in field. Knows how to use a gun at 300 yds. has
contact at NSA. Lives at Alton Texas. Was drafted into military & served in Korea.*

2 16 July

*Did not see this man - he slipped out before we could
catch him - mtd*

OUT PLACEMENT INTERVIEW RECORD

(See Reverse)

S-E-C-R-E-T

SECRET

X

NOTIFICATION OF ESTABLISHMENT OF [REDACTED]		DATE 25 January 1962 <small>ESTABLISHED FOR</small>
TO: <small>(Check)</small>	<input checked="" type="checkbox"/> CHIEF, RECORDS AND SERVICE DIVISION	
	<input type="checkbox"/> CHIEF, OPERATING ELEMENT	[REDACTED]
ATTN:		<small>FILE NO.</small>
REF:		K-8689 <small>IC CARD NO.</small>
MILITARY COVER BACKSTOP ESTABLISHED		
<input checked="" type="checkbox"/>	[REDACTED] RECORDS: <small>(FORM NO. 20-800-11)</small>	
	a. TEMPORARILY FOR 20 DAYS, EFFECTIVE 19 January 1962	
	b. CONTINUING, EFFECTIVE	
<input type="checkbox"/>	SUBMIT FORM 619 TO CHANGE LIMITATION CATEGORY TO 3. <small>(HR 20-800-2)</small>	
<input type="checkbox"/>	ASCERTAIN THAT ARMY #s BEING ISSUED. <small>(HR 20-801-1)</small>	
<input type="checkbox"/>	SUBMIT FORM 1299 FOR ANY CHANGE AFFECTING THIS COVER. <small>(R 240-250)</small>	
<input type="checkbox"/>	SUBMIT FORM 1307 FOR TRANSFERRING COVER RESPONSIBILITY. <small>(R 240-250)</small>	
<input type="checkbox"/>	REMARKS:	
<p style="text-align: center;"> <small>THIS COPIES TO [REDACTED]</small> <small>REMAIN</small> <small>REMAIN</small> </p>		
<small>COPIES TO [REDACTED]</small>		[REDACTED]

DISTRIBUTION: 1. SAO BY 1. PEO BY 1. HQS COMPT

FORM 1551

SECRET

113-20-431

FORM 560	Obsolete Previous Edition	SECRET	(4-31)
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GS 13 \$11,155

REMARKS AND AUTHORIZATION

NO EXCESS LWOP
 IN PAY STATUS AT END OF WAITING PERIOD
 IN LWOP STATUS AT END OF WAITING PERIOD

PAY CHANGE NOTIFICATION

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
0			44 49	GS-13 3	\$10,370	\$11,155

/s/ ENMETT D. SCHOLS

DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGN.		4. FUNDS		5. ALLOTMENT		
					DUP/TSS 6		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR.				MO	DA	YR.
GS 13	2	\$10,130	09	10	58	GS 13	3	\$10,370	02	07	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						R.V.					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.B. <input type="checkbox"/> L.S. <input type="checkbox"/> PAY ADJUSTMENT											
14. AUTHENTICATION											
PAY CHANGE NOTIFICATION											

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT		
					DDP/TSS 6		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	1	\$ 9,890	02	10	57	GS 13	2	\$10,130	05	10	58
REMARKS											
PW											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR				DATE		SIGNATURE OF SUPERVISOR					
				10/9/58							
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560
1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT		
					DDP/TSS		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	1	\$ 9,890	02	10	57	GS 13	2	\$10,130	08	10	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CEEB					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						HJF					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE					13. REMARKS						
GRADE	STEP	SALARY	MO.	DA.	YR.						
14. AUTHENTICATION											
20. W. H. C. B. C. V. HONORARY											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560b
1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85, - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
[REDACTED]	[REDACTED]	GS-13-1	\$ 8,990	\$ 9,890

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

10774

ARMA: 29 SEP 62

SECRET
(When Filled In)

OEF NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)	
3. NATURE OF PERSONNEL ACTION TERMINATION		4. EFFECTIVE DATE 09 20 62	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	X	V TO V	V TO CF
		CF TO V	CF TO CF
7. COST CENTER NO. CHARGEABLE 3276 1064 1000		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS DDP TSD BRANCH ANALYSTS AND RESEARCH SECTION		10. LOCATION OF OFFICIAL STATION WASH., D. C.	
11. POSITION TITLE CH		12. POSITION NUMBER 0658	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 1397.01	16. GRADE AND STEP 13 4	17. SALARY OR RATE 11415
18. REMARKS TERMINATED IN ACCORDANCE WITH PROVISIONS OF CIA REGULATION 20-27, SEPARATION OF SURPLUS PERSONNEL, PURSUANT TO AUTHORITY OF DIRECTOR OF CENTRAL INTELLIGENCE CONTAINED IN SECTION 102 (C) OF THE NATIONAL SECURITY ACT OF 1947, AS AMENDED. THIS TERMINATION DOES NOT AFFECT YOUR RIGHT TO SEEK OR ACCEPT EMPLOYMENT IN ANY OTHER DEPARTMENT OR AGENCY OF THE U.S. GOVERNMENT IF YOU ARE DECLARED ELIGIBLE FOR SUCH EMPLOYMENT BY THE U.S. CIVIL SERVICE COMMISSION.			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 45	20. EMPLOY CODE 10	21. SERVICE CODING REPUBLICAN	22. STATION CODE
23. INTERCREE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE
27. DATE OF 1ST	28. RETIREMENT DATA	29. SPECIAL REFERENCE	30. SEPARATION DATA CODE 1GT0003
31. CORRECTION/CANCELLATION DATA	32. SECURITY REQ. NO.	33. SECURITY	34. SER
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY
39. FEELI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.	41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT.
43. FEDERAL TAX DATA	44. STATE TAX DATA	SIGNATURE OR OTHER AUTHENTICATION	
AUTHORIZED MAXIMUM SEPARATION COMPENSATION IN ACCORDANCE WITH THE PROVISIONS OF CIA REGULATION 20-32, SEPARATION COMPENSATION POSTED <i>10-3 6-2 Lewis</i>			

FORM 4-62 1150 Use Previous Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

SECRET
(When Filled In)

EWS: 13 MAY 1960

NOTIFICATION OF PERSONNEL ACTION

1. Serial No.		9. Name (Last-First-Middle)			3. Date Of Birth			4. Vac. Pref.		5. Sex		6. CS - EOD				
					Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-2		M 1		Mo. Da. Yr. 03 23 53				
7. CSC		8. CSC Retm.		9. CSC Or Other Legal Authority				10. Asst. Allidav.			11. H.O.G.I.		19. LCD		13. Sp. Serv. Credit	
Mo. Da. Yr. 05 10 52		Yes-1 No-2 1		50 USCA 403 J				Mo. Da. Yr.			Yes-1 No-2 03 23 53		Yes-1 No-2 2			

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP TSS						WASH., D. C.					
ANALYSIS AND RESEARCH BRANCH				DIV							
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept - 2 USIld - 4 Frqn - 5						0092		GS		0136.63	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. Pst Due		26. Appropriation Number	
13 3		\$10370		D		Mo. Da. Yr.		Mo. Da. Yr.		0225 1005 1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		05 15 60		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP TSS						WASH., D. C.				75013	
ANALYSIS AND RESEARCH SECTION				BRANCH							
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept - 2 USIld - 4 Frqn - 5		CH				4449		GS		1397.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. Pst Due		43. Appropriation Number	
13 3		\$10370		D		Mo. Da. Yr. 02 10 57		Mo. Da. Yr. 03 06 61		0225 1005 1000	
44. Remarks											
<div data-bbox="1015 1386 1346 1596" data-label="Text"> <p>FORWARDED 128</p> </div>											

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

are

1. NAME (LAST, FIRST, MIDDLE, INITIALS AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
			4 February 1957

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
PROMOTION 30	10 Feb 1957	50 USC 403 J

8. POSITION TITLE	9. SERVICE, SERIES, GRADE, SALARY
BY-92	GS-0136.63-13 \$3790.00 per annum
10. ORGANIZATIONAL DESIGNATIONS	11. HEADQUARTERS
DDP/IBS Division Analysis and Research Branch	2 Washington, D. C.
12. FIELD OR DEPT'L	13. VETERAN'S PREFERENCE
<input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

14. POSITION CLASSIFICATION ACTION	15. APPROPRIATION
SD-OT	FROM 7-2715-00 TO 750-13

16. SUBJECT TO C.S. RETIREMENT ACT (YES OR NO)	17. DATE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS UNIT)	18. LEGAL RESIDENCE CLAIMED () PROVED () STATE:
Yes		

21. REMARKS:

3 EOB 03/23/53

POSTED

FEB 21 1957

ENTRANCE PERFORMANCE RATING:
 Director of Personnel

4. PERSONNEL FOLDER COPY

713 2/1/57

SIGNATURE OR OTHER AUTHENTICATION
 U.S. GOVERNMENT PRINTING OFFICE: 1960-273647

1. Agency and organizational designation						2. Payroll period		3. Block No. 7-2007-20		4. Slip No.	
5. Employer's name (and social security # and count number when appropriate)						6. Grade and salary GS-12 67570					
PAY ROLL CHANGE DATA											
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											
10. Remarks:								11. Appropriation(s) TOS-6		12. Prepared by lp 25 Oct 55	
										13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase											
14. Effective date 16 Dec 54	15. Date last equivalent increase 19 Jun 55	16. Old salary rate 57570	17. New salary rate 67785	18. Performance rating (initials and date) Satisfactory							
19. LWOP data (fill in appropriate spaces covering LWOP during following period(s): None				Signature or other authentication: (Initials and date) (Date) (Date) (Date)							
<input checked="" type="checkbox"/> No excess LWOP Total excess LWOP				Initials of Clerk							

STANDARD FORM NO. 1124-REVISED
Form prescribed by Comp. Gen., U.S.
October 26, 1954. General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

TYPE

1. NAME (MR., MISS, MRS., OR MS.) LAST, FIRST, MIDDLE INITIALS AND SURNAME 		2. DATE OF BIRTH 	3. JOURNAL OR ACTION NO. 	4. DATE 17 Jun 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (SEE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 19 June 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 U.S.C. 103 J	
FROM NY-92-11 GS-0136.63-11 \$5910.00 per annum		8. POSITION TITLE 	TO NY-92 GS-0136.63-12 \$7040.00 per annum	
9. SERVICE SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS DDP/Technical Services Staff Division Analysis and Research Branch		
11. HEADQUARTERS		Washington, U. C.		
FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		12. FIELD OR DEPT'L		FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> SGT. <input type="checkbox"/> 15-04-107 S1234 56789		14. POSITION CLASSIFICATION ACTION R1B <input type="checkbox"/> VICE <input type="checkbox"/> U.S.A. <input type="checkbox"/> RET. <input type="checkbox"/> LD-UT		
15. SEE PAGE 24	16. PAGE 17	17. APPROPRIATION FROM: 5-7515-20 TO: 5-2000		18. SUBJECT TO C. S. RETIREMENT ACT (1953-62) YES
		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.	
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
<div style="border: 1px dashed black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>FILED</p> <p>6/22/55 Ge</p> </div>				
DIRECTOR OF PERSONNEL		<p>U.S. GOVERNMENT PRINTING OFFICE: 1953-018788</p>		

4. PERSONNEL FOLDER COPY

77 J 20/55

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST, FIRST, MIDDLE, OTHER GIVEN NAME, INITIALS AND SURNAMES)		2. DATE OF BIRTH	3. JOURNAL ACTION NO.	4. DATE
[REDACTED]		[REDACTED]		17 May 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
REASSIGNMENT		22 May 1955	50 CFR 103 J	
FROM		TO		
[REDACTED] NY 92-11		[REDACTED] NY 92-11		
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY		
		6-217.63-11 \$5267.00 1/n		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
[REDACTED]		[REDACTED] Division Analytical Research Branch Washington, D. C.		
12. FIELD OR DEPT'L		13. VETERAN'S PREFERENCE		
[REDACTED] DEPARTMENTAL		[REDACTED] DEPARTMENTAL		
14. POSITION CLASSIFICATION ACTION		15. REMARKS		
[REDACTED]		This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.		
16. SIGNATURE		17. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITION ONLY)		
[REDACTED]		[REDACTED]		
18. LEGAL RESIDENCE		19. STATE		
[REDACTED]		[REDACTED]		

RECEIVED
 18 MAY 1955
 [Signature]

4. PERSONNEL FOLDER COPY

62-578155

ENTRANCE PERFORMANCE RATING: [Circles and numbers for rating scale]

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS. MUST GIVE NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OF ACTION NO.	4. DATE
				25 Feb 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Resignment		27 Feb 1955	50 USC 403 j	
FROM		TO		
Technologist ST 93 GS-1390.01-11		8. POSITION TITLE	BY ST-11	
		9. SERVICE, SERIES, GRADE, SALARY	GS-0136.63-11 \$5940.00 per annum	
		10. ORGANIZATIONAL DESIGNATIONS	RFP/Technical Services Staff [redacted] Division Analysis and Research Branch Washington, D.C.	
		11. HEADQUARTERS		
12. FIELD OR DEPT'L		12. FIELD OR DEPT'L		
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> V.P.T. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> C.A. <input type="checkbox"/>		
		SD-DY		
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO U.S. RETIREMENT ACT	19. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITIONS ONLY)
		FROM: S-2515-20 TO:		
		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				

POSTED
 2/28/55

ENTRANCE PERFORMANCE RATING

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Jan

1. NAME (MR. MISS - MRS. - ONE GIVEN NAME, INITIALS AND SURNAME) []		2. DATE OF BIRTH []	3. JOURNAL OR ACTION NO. []	4. DATE 7 May 1954	
This is to notify you of the following action affecting your employment:					
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 9 May 1954	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J		
FROM HY 93-9 GS-1390.01-9 \$5125.00 per annum		TO Technologist HY 93 GS-1390.01-11 \$5940.00 per annum			
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS ISD/Technical Services Staff [] Div. Analysis & Research Branch			
11. HEADQUARTERS Washington, D. C.		12. FIELD OR DEPT. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REV. 5D-PT -CD-75			
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input type="checkbox"/> W <input type="checkbox"/> N	17. APPROPRIATION FROM: 3-2515-20 TO: 2500	18. SUBJECT TO U.S. RETIREMENT ACT (YES - NO) No	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) []	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: Calif.
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.					

ENTRANCE PERFORMANCE RATING
 Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIALS AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO. & DATE																		
			20 Apr. 1954																		
This is to notify you of the following action affecting your employment:																					
3. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		4. EFFECTIVE DATE	5. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																		
Reassignment		25 Apr. 1954	50 USCA 403 J																		
FROM		TO																			
Tech Projects Of NY 256-9		8. POSITION TITLE Technologist NY 93-9																			
GS-1390-9		9. SERVICE, SERIES, GRADE, SALARY GS-1390.01-9 \$5125.00 per annum																			
Office of the Chief		10. ORGANIZATIONAL DESIGNATIONS NDP/TSS [] Div. Analysis & Research Branch																			
		11. HEADQUARTERS Washington, D. C.																			
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPTL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																			
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																			
<table border="1"> <tr> <td>NONE</td> <td>WWH</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAD/OTHER</td> </tr> </table>		NONE	WWH	OTHER	5-PT.	10-POINT					DISAD/OTHER	<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>L.A.</td> <td>REL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	L.A.	REL.				
NONE	WWH	OTHER	5-PT.	10-POINT																	
				DISAD/OTHER																	
NEW	VICE	L.A.	REL.																		
15. SEX: <input checked="" type="checkbox"/> M <input type="checkbox"/> W		16. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)																			
17. APPROPRIATION FROM: 4-2515-20 TO: []		18. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.																			
19. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																					
ENTRANCE PERFORMANCE RATING: []																					
Deputy Assistant Director for Personnel																					

1604-2051
 PERSONNEL FOLDER COPY

S-E-C-R-E-T
Security Information

CONFIDENTIAL ACTION

(1) Staff or Division (2) Rate I/O Approved (3) Effective date of Action

FROM

TO

(1) NAME	(2) ORG. INF. & POS TITLE	(3) SCHEDULE STRIPS-GRADE	(4) SLOT NO.	(5) ACTION	(6) ORG. INF. & POS TITLE	(7) SCHEDULE STRIPS-GRADE	(8) SLOT NO.	
				I				
DIVISION					SPECIAL ASSISTANCE DIV.			
Special Assistance Division (Cont'd)								
[Redacted]	Chemist	GS-12	239	B	Chemist	GS-1220-12	198	
Luchinger, Frank W.	Chemist	GS-7	242	B	Chemist	GS-1220-7	199	
[Redacted]	Chemist	GS-12	243	B	Chemist	GS-1220-12	202	
[Redacted]	Trng Off-Tech Flds	GS-7	251	C	Trng Off-Tech Flds	GS-1711-7	203	
* [Redacted]	Technician	GS-11	246	B	Technician	GS-101-11	206	
* [Redacted]	Technician	GS-9	247	B	Tech Projects Off	GS-101-9	207	

* Candidate in Process

(12) APPROVED BY: (13) APPROVED BY: (14) APPROVED BY:
 for Staff or Div. Chief S-E-C-R-E-T Class. & Wage Division Personnel Officer
 Security Information

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME		DATE	
[Redacted]		30 August 1952	
NATURE OF ACTION		EFFECTIVE DATE	
Excepted appointment		23 March 1953	
TITLE GRADE AND SALARY OFFICE DIVISION BRANCH OFFICIAL STATION	FROM	TO	
		TECH. PROT. OFF. BY-110 [Redacted] TECHNICIAN Y-247	
		GS-301-9 \$5060	
		Technical Services	
		[Redacted] DIV.	
		Special Assistance Off. of Chief Miscellaneous Techniques	
	Washington D. C.		
QUALIFICATIONS	APPROVAL		EXECUTIVE
[Redacted]	[Redacted]		[Redacted]
CLASSIFICATION	PERSONNEL OFFICER		
[Redacted]	[Redacted]		
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON			23 March 1953
SECURITY CLEARED ON			6 Feb. 1953
OVERSEAS AGREEMENT SIGNED			EA
ENTERED ON DUTY			23 March 1953
<i>all</i> 25-15-10		[Redacted Signature]	
SIGNATURE OF AUTHENTICATING OFFICER			
REMARKS:			
Subject is to be employed in a civilian capacity. DGG: 03/23/53 OSK: 03/23/53 LCC: 03/23/53			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED DE 26 Mar 53 <i>ML</i> </div>			

1 of 10 3

FITNESS REPORT				EMPLOYEE SERIAL NUMBER				
SECTION A GENERAL								
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE			
5. SERVICE DESIGNATION			6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT			
D [] TECH CH			DDP/TSD []					
8. CAREER/STAFF STATUS			9. TYPE OF REPORT					
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From To		SPECIAL (Specify)				
31 January 1962		7 Dec 1960 - Dec 1961						
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).								
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable				
4 - Competent		5 - Excellent		6 - Superior				
7 - Outstanding								
SPECIFIC DUTY NO. 1		RATING NO.		SPECIFIC DUTY NO. 4				
Supervises A&R Section activities.		3		Oral Briefings.				
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 5				
[] Analysis.		5		Monitoring the writing of and writing technical reports.				
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 6				
Liaison with other Government [] Labs.		5		Monitors [] Program.				
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.								
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4			
SECTION D DESCRIPTION OF THE EMPLOYEE								
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee								
1 - Least possible degree		2 - Limited degree		3 - Normal degree				
4 - Above average degree		5 - Outstanding degree						
CHARACTERISTICS		NOT APPLICABLE	NOT OBSERVED	RATING				
				1	2	3	4	5
GETS THINGS DONE							X	
RESOURCEFUL							X	
ACCEPTS RESPONSIBILITIES						X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X		
WRITES EFFECTIVELY							X	
SECURITY CONSCIOUS							X	
THINKS CLEARLY							X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND CHECKING OF RECORDS							X	
OTHER (Specify)								
SEE SECTION 10 ON REVERSE SIDE								

SECRET

SECTION E	NARRATIVE	DESCRIPTION OF NATURE OF JOB PERFORMED	PERFORMANCE
<p>Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibility. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.</p> <p>[redacted] possesses a wealth of knowledge in his technical field which, when skillfully and tactfully utilized, helps to increase the productive capability of his Section's activities.</p> <p>This thorough knowledge of A&R activities enables him to present his oral briefings in an informative and interesting manner.</p> <p>Subject has been downgraded in Specific Duty #1 from a "4" to a "3". The basis for the lower rating in this category warrants the following explanation. There have been numerous and reoccurring complaints from personnel under his supervision that he does not display a complete respect for their professional capabilities. This weakness has definitely decreased the morale of the personnel under his supervision.</p> <p>[redacted] Chief, TSD/[redacted] has discussed all areas of weaknesses with the Ratee and pointed out how they affect the overall work aspects of this section of TSD/[redacted]</p>			
SECTION F CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I certify that I have seen Sections A, B, C, D and E of this Report.			
DATE	SIGNATURE OF EMPLOYEE		
7 March 1962	[redacted]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
58	[redacted]		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.			
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS		
OTHER (Specify):			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
7 March 1962	DC/TSD/[redacted]	[redacted]	
3. BY REVIEWING OFFICIAL			
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.			
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.			
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.			
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.			
COMMENTS OF REVIEWING OFFICIAL			
This was not signed by [redacted] and was not forwarded in March 1962 as [redacted] was in the process of leaving as a result of the 701 action.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	SIGNATURE	
13 February 1963	Chief, TSD [redacted]	[redacted]	

SECRET

SECRET
(When Filled In)

8 MAY 1961

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A

1. NAME (Last) [Redacted] FIRST [Redacted] MIDDLE [Redacted] GENERAL

2. DATE OF BIRTH [Redacted]

3. SEX M 4. GRADE GS-13

5. SERVICE DESIGNATION D 6. OFFICIAL POSITION TITLE TECH CH 7. OFF/DIV/BR OF ASSIGNMENT DDP/TSD/[Redacted]

8. CAREER STAFF STATUS

NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	DEFERRED
PENDING	DECLINED	DENIED

9. TYPE OF REPORT

<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR
<input type="checkbox"/> SPECIAL (Specify)	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P. 31 January 1961 11. REPORTING PERIOD From Jan 1960 thru Dec 1960 To

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.	
Supervises A&R Section personnel		4	Oral Briefings			5
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.	
[Redacted] Analysis		5	Monitoring the writing of and writing technical reports			5
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.	
Liaison with other Government Labs.		5	Monitors [Redacted] Program			5

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

- 1 - Performance in many important respects fails to meet requirements.
- 2 - Performance meets most requirements but is deficient in one or more important respects.
- 3 - Performance clearly meets basic requirements.
- 4 - Performance clearly exceeds basic requirements.
- 5 - Performance in every important respect is superior.
- 6 - Performance in every respect is outstanding.

RATING NO.
4

SECTION D DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE								
RESOURCEFUL							X	
ACCEPTS RESPONSIBILITIES							X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X	
WRITES EFFECTIVELY							X	
SECURITY CONSCIOUS							X	
THINKS CLEARLY							X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X	
OTHER (SPECIFY):							X	

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

One apparent weakness, which he continues to retain, is in his work relations with technical personnel; he has a tendency to drift from main topic under discussion to unrelated subjects, which, while they may be informative, decreases not only the Subject's productive capability, but, also that of the technical personnel.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
31 January 1961		
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
46		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	DC/TSD/	
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	Chief, TSD/	

SECRET

SECRET
When Filled In
Recorded
CDD

FITNESS REPORT	EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 50px; height: 15px; margin: 0 auto;"></div>
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SECTION A GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. GRADE GS-13
5. SERVICE DESIGNATION DT		6. OFFICIAL POSITION TITLE	
		7. OFF. DIV/BR OF ASSIGNMENT DDP/TSS	
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	DEFERRED	INITIAL
PENDING	DECLINED	DENIED	<input checked="" type="checkbox"/> ANNUAL
10. DATE REPORT DUE IN O.P. 31 January 1960		11. REPORTING PERIOD From Jan 1959 to Jan 1960	

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES			
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).			
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent
5 - Excellent	6 - Superior	7 - Outstanding	
SPECIFIC DUTY NO. 1 Supervises A&R Branch personnel and activities	RATING NO.	SPECIFIC DUTY NO. 4 Oral Briefings	RATING NO. 4
SPECIFIC DUTY NO. 2 Analysis	RATING NO. 5	SPECIFIC DUTY NO. 5 Writing Technical Reports	RATING NO. 5
SPECIFIC DUTY NO. 3 Liaison with other Government Labs.	RATING NO. 5	SPECIFIC DUTY NO. 6 Monitors Program	RATING NO. 5

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION			
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.			
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.	<table border="1" style="width: 100%; height: 40px;"> <tr><td style="text-align: center; font-size: x-small;">RATING NO.</td></tr> <tr><td style="text-align: center;">4</td></tr> </table>	RATING NO.	4
RATING NO.			
4			

SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPLICABLE	NOT OBSERVED	RATING
					1 2 3 4 5
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT STRONG SUPPORT					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY					X
SECURITY CONSCIOUS					X
THINKS CLEARLY					X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER (Specify):					
SEE SECTION "C" ON REVERSE SIDE					

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made in employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject's thorough technical knowledge of A&R activities qualifies him as a competent Supervisor. Since the last reporting period, he has delegated more responsibilities to personnel under his supervision. This, in effect, has increased the productive capability of his Branch.

OFFICE OF PERSONNEL

911 2 25 11 '60

MAIL ROOM

SECTION F

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE
27 January 1960

SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION
34

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
OTHER (Specify):

REPORT MADE WITHIN LAST 90 DAYS

DATE
27 January 1960

OFFICIAL TITLE OF SUPERVISOR
DC/TSS

TYPED OR PRINTED NAME AND SIGNATURE

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE
27 January 1960

OFFICIAL TITLE OF REVIEWING OFFICIAL
Chief, TSS

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER							
SECTION A GENERAL						[]							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. GRADE	4. GRADE								
[] [] []		[] [] []		M	GS-13								
5. SERVICE DESIGNATION 6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT									
DT []				DDP/TSS []									
8. CAREER STATUS			9. TYPE OF REPORT										
NOT ELIGIBLE	<input checked="" type="checkbox"/> SENIOR	DEPARTED	INITIAL	REASSIGNMENT/SUPERVISOR									
PENDING	DECLINED	DEMIED	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT/EMPLOYEE									
10. DATE REPORT DUE IN C.F.		11. REPORTING PERIOD		SPECIAL (Specify)									
January 1959		Dec 1957 to Jan 1959											
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES													
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).													
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding													
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.								
Supervises A&R Branch Personnel		3	Oral Briefing		4								
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.								
[] Analysis		5	Writing Technical Reports		5								
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.								
Liaison with other Gov't. [] Labs.		5	Monitors [] program		5								
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION													
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.													
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance barely meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. 4							
SECTION D DESCRIPTION OF THE EMPLOYEE													
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee													
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree			5 - Outstanding degree				
CHARACTERISTICS							NOT APPLICABLE	NOT OBSERVED	RATING				
GETS THINGS DONE									1	2	3	4	5
RESOURCEFUL											X		
ACCEPTS RESPONSIBILITIES											X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED ARISES												X	
DOES HIS JOB WITHOUT STRONG SUPPORT												X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X		
WRITES EFFECTIVELY												X	
SECURITY CONSCIOUS												X	
THINKS CLEARLY												X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS												X	
OTHER (Specify):												X	

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his performance, or his training. Describe, if appropriate, his potential for development and reassuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTION B, C, and D to provide the basis for determining future personnel actions.

Subject is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex HARJAC system. In many respects this tends to contribute to his main weakness in that he measures the potential of his personnel by his own level of proficiency rather than a team level. This creates a situation whereby he has tendency to perform many functions which he could delegate to his personnel.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
27 Jan 1959	[Redacted]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
22		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify)		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 Jan. 1959	Deputy Chief, TSS/[Redacted]	[Redacted]
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 Jan. 1959	Chief, TSS/[Redacted]	[Redacted]

SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 29-170. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8 of Section "A" below.

SECTION A.

GENERAL

1. NAME: (Last) (First) (Middle)	2. DATE OF BIRTH	3. GRADE	4. SERVICE DESIGNATION
DDP/TSS/ [redacted] Div.	[redacted]	M	DT
5. OFFICE DIVISION/BRANCH OF ASSIGNMENT	6. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
[redacted]	23 December 1956 to 23 December 1957		
7. GRADE	8. DATE REPORT DUE IN OF	9. TYPE OF REPORT (Check one)	
GS-13	23 December 1957	<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL (Specify)	

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT WAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "1" TO "3" OR "D", A WARNING LETTER HAS BEEN SENT TO HIM AS A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HIS EVALUATION HAS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

10. DATE: 30 Dec. 1957	11. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: [redacted]	12. SUPERVISOR'S OFFICIAL TITLE: C/TSS/ [redacted]
13. FOR THE REVIEWING OFFICER: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS RATER.		

BY: [Signature]	DATE: 17 JAN 1958
Posted For Control	21 JAN 1958
Reviewed by PU: [redacted]	

I certify that any substantial difference of opinion with the supervisor is reflected in the above section. CONTINUED ON ATTACHED SHEET

14. THIS DATE: 30 Dec. 1957	15. TYPED OR PRINTED NAME AND SIGNATURE OF OFFICIAL: [redacted]	16. OFFICIAL TITLE OF REVIEWING OFFICIAL: ASSTC/TSS/ [redacted]
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SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account only in Section B.

4/5	1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT. 2. ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD ADEQUATE GUIDANCE OR TRAINING HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY WEAKENS SOME AREA OF WEAKNESS. 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5. PERFORMS HIS DUTIES WELL, CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.
-----	---

COMMENTS

SECRET

Performance

1. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces above up to six of the more important SPECIFIC duties performed. Place the most important first. Do not include minor or insignificant duties.

b. Rate performance on each specific duty considering ONLY efficiency in performance of this duty (do not rate as supervisor who supervises a secretary only).

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor who supervises a secretary only).

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	MAN AND USES APPA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING PATERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

JAN 16 9 28 AM '50
MAIL ROOM

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
 3 - PERFORMS THIS DUTY ACCEPTABLY
 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB

6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER BEING IN VERY FEAR INDIVIDUALS HOLDING SIMILAR JOBS
 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1 Supervises A&R Branch	RATING NUMBER 4	SPECIFIC DUTY NO. 4 Oral Briefing	RATING NUMBER 4
SPECIFIC DUTY NO. 2 Analysis	RATING NUMBER 5	SPECIFIC DUTY NO. 5 Writing Technical Reports	RATING NUMBER 5
SPECIFIC DUTY NO. 3 Liaison with other Government Labs.)	RATING NUMBER 5	SPECIFIC DUTY NO. 6 Monitors the [] Program	RATING NUMBER 5

2. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Background and years of experience with Agency, qualifies subject as an excellent technician in all facets of [] analysis. He is performing an excellent job, monitoring the [] program. He constantly strives for new ideas in his field of endeavor. In presenting oral briefings and in job discussions, he still retains the tendency of drifting from the immediate topic of discussion.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level.

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED

2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED IF I HAD KNOWN WHAT I KNOW NOW

3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO DEFICIENCIES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION

4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION

5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS

6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.

7 - EXCELS BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [] YES [X] NO. IF YES, EXPLAIN FULLY:

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any questions. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section F below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX M 4. SERVICE DESIGNATION DT

5. OFFICE/SECTION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE

DDP/TSS

Div.

7. GRADE GS-13 8. DATE REPORT DUE IN OF 23 December 1957 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 23 December 1956 to 23 December 1957

10. TYPE OF REPORT (Check one) INITIAL PERMANENT SUPERVISOR SPECIAL (Specify) ANNUAL PERMANENT EMPLOYEE

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE 30 Dec. 1957 B. TYPED OR PRINTED NAME AND SIGNATURE C. SUPERVISOR'S OFFICIAL TITLE C/TSS

2. FOR THE RECEIVING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE 30 Dec. 1957 B. TYPED OR PRINTED NAME AND SIGNATURE C. OFFICIAL TITLE OF RECEIVING OFFICIAL ASSTC/TSS

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

- 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
- 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
- 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
- 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
- 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervisor, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

- 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
- 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
- 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
- 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (Group leaders, stenographers, technicians or professional specialists of various kinds) WITH CONTACT WITH IMMEDIATE SUPERIORS AS FREQUENT (First line supervisor)
2		A GROUP OF SUPERVISORS WHO DO THE BASIC JOB (Second line supervisors)
	1	A GROUP, ONE WAY OR ANOTHER OF SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUPERIORS IS NOT FREQUENT
2		WHEN IMMEDIATE SUPERIOR'S ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUPERIORS INCLUDE MEMBERS OF THE OPPOSITE SEX
	0	SINGLE (Specify)

SECRET

OFFICE OF PERSONNEL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
20 months

2. COMMENTS CONCERNING POTENTIAL
Subject has technical qualifications but still shows weakness in administrative and management capabilities.

JUN 16 9 25 AM '50
MAIL ROOM

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
None

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
None

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	2	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANCHORED IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. BARES BELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	3	25. DISPLAYS JUDGEMENT
2	6. KNOWS WHEN TO SEEK ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
2	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
2	9. GETS THINGS DONE	3	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN cope WITH EMERGENCIES	2	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

FORM NO. 45 (Part I)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any section. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A. of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SER M 4. SERVICE DESIGNATION DT

5. OFFICE/DIVISION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION/TITLE

7. GRADE GS-12 8. DATE REPORT DUE IN OFFICE/DIVISION PERIOD COVERED BY THIS REPORT (Inclusive Dates) 23 December 1956 22 December 1955 to 23 December 1956

9. TYPE OF REPORT (Check one) INITIAL [] ANNUAL [X] 10. REASON FOR SUPERVISOR'S SPECIAL (Specify) REASSIGNMENT/EMPLOYEE

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.

THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.

I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

IF INDIVIDUAL IS RATED "M" IN CE OR C, A WRITING LETTER HAS BEEN SENT TO HIM OR COPY ATTACHED TO THIS REPORT.

I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):

B. THIS DATE 3-6-57 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Chief, TSS

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A DIFFER UNDERSTANDING OF THIS REPORT.

BY: [Signature] DATE 26 MAR 1957
 Posted Pos. Control [Signature]
 Reviewed by PUD [Signature]

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE 14-3-57 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL AC/TSS

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 4
- DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
 - ONLYLY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: Occasionally reveals some area of weakness.

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
EDITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING BATEMAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	BRIEF REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

E. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
----------------------------------	--	--

SPECIFIC DUTY NO. 1	Branch Supervises A&R	RATING NUMBER	3	SPECIFIC DUTY NO. 5	Liaison with other Government Organizations)	RATING NUMBER	5
SPECIFIC DUTY NO. 2	Analysis	RATING NUMBER	5	SPECIFIC DUTY NO. 3	Oral Briefing	RATING NUMBER	4
SPECIFIC DUTY NO. 3	Analysis	RATING NUMBER	3	SPECIFIC DUTY NO. 6		RATING NUMBER	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Knowledge and ability to perform analysis, identification and comparison analysis, questioned. He constantly strives for new techniques in his field of endeavor. Has tendency to present his discussions too indirectly so that the importance of the main topic being discussed often becomes confused, vague and sometimes lost.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE...BY NO MEANS AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

5 THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN WHY:

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the IV no later than 30 days after the due date indicated in item 9 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DT
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
7. GRADE GS-12		9. DATE REPORT DUE IN OR DIVISION PERIOD COVERED BY THIS REPORT (Inclusive dates) 23 December 1956 22 December 1955 to 23 December 1956		
10. TYPE OF REPORT (Check one)		SPECIAL (Specify)		
<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

SECTION F.

CERTIFICATION

1. FOR THE DATES: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE 3-6-57	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR C/TSS/	C. SUPERVISOR'S OFFICIAL TITLE
------------------------	--	--------------------------------

2. FOR THE RATING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE 14-3-57	B. TYPED OR PRINTED NAME AND SIGNATURE OF RATING OFFICIAL AC/TSS/	C. OFFICIAL TITLE OF RATING OFFICIAL
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SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	1 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
2	2 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
3	3 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
4	4 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
1		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	1	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

FORM NO. 1 NOV 55

45 (Part II)

REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 451 WHICH ARE OBSOLETE

SECRET

Potential

(4)

SECRET

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE NAMED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

10 months

4. COMMENTS CONCERNING POTENTIAL

Subject has technical qualifications but shows weakness in administrative and management capabilities.

MAR 28 9 32 AM '57

SECTION II. FUTURE PLANS

7. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None, except on-the-job training and experience in the administrative functions of his branch.

7. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as a guide to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- X - HAVE NOT OBSERVED THEREFORE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	2	25. DISPLAYS JUDGMENT
2	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. LOSES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
2	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
2	9. GETS THINGS DONE	5	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	2	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	1	30. GETS NOT REQUIRE STRONG AND CONFIDENT SUPERVISION

SECRET
(When Filled In)

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor also assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisor. *Be sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.*

A final report due 11 Dec 56

JOS 12 Dec 55

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

DEC 1955

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) <input type="text"/>	(First) <input type="text"/>	(Middle) <input type="text"/>	2. DATE OF BIRTH <input type="text"/>	3. SEX <input type="text"/>	4. CAREER DESIGNATION <input type="text"/>
5. DATE OF ENTRANCE ON DUTY <input type="text"/>	6. OFFICE ASSIGNED TO <input type="text"/>	7. DIVISION <input type="text"/>	8. BRANCH <input type="text"/>		
9. NATURE OF ASSIGNMENT <input type="text"/>	10. IF FIELD, SPECIFY STATION <input type="text"/>		11. GRADE <input type="text"/>		
12. DATE THAT THIS REPORT IS DUE <input type="text"/>	13. PERIOD COVERED BY THIS REPORT (Inclusive dates) <input type="text"/>		14. <input type="text"/>		

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION <input type="text"/>	2. DATE ASSUMED RESPONSIBILITY FOR POSITION <input type="text"/>
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (State in order of frequency):	

Responsible for technical analysis

and research into new techniques in Evaluation areas and development of field expedients for this activity. Maintenance of files

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum explaining him of unsatisfactory performance.

This report has has not been shown to the individual rated.

THIS DATE <input type="text"/>	SIGNATURE OF RATEE (Employee's name) <input type="text"/>
29 November 1955	<input type="text"/>
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected in structure assignments)	SIGNATURE OF SUPERVISING OFFICIAL (Official not higher in line of authority) <input type="text"/>
THIS DATE <input type="text"/>	<input type="text"/>

FORM NO. 37-189 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

SECRET

SECRET
(When Filled In)

SECTION 1A

This section is provided as an aid in describing the individual. Your description is not to be interpreted as unfavorable in itself but assumes its meaning in relation to a particular job or assignment. The descriptive statements are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale on the right category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Each of the statements on the left - then check the category on the right which best fits you with the statement. Place an "X" in the "Not Observed" column when you have no opinion on whether the statement applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	SCORES	CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED PERCENT	APPLIES TO A REASONABLE PERCENT	APPLIES TO AN ABOVE AVERAGE PERCENT	APPLIES TO AN OUTSTANDING PERCENT
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	1		X				6
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.						X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.							X
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.						X	
5. UNEMOTIONAL.					X		
6. ANALYTIC IN HIS THINKING.						X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X	
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.					X		
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.						X	
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X	
18. HAS STAMINA CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.						X	
22. ADMITS HIS ERRORS.						X	
23. RESPONDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.					X		
25. ABLE TO DEPEND ON OTHERS UNDER STRESS.							X

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

See "A" above.

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRED CLOSE SUPERVISION? YES NO

Dec 9 2 12 PM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

MAIL ROOM

Continued contact with [redacted] profession; no formal training in this field available. Training in management and/or broad operational administration when personnel situation/work load permits.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the Agency.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WELL AND GOOD" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... WANTS ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... SHOWING AN UNEXPECTED OUTSIDE OPPORTUNITY... WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. FACILELY BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It provides: 1. The agency selection board with information of value when considering the appointment of an individual for membership in the career service; and 2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his departmental activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

A. SD-TS *nikane*
12/53

BY *g* DATE *1/13*
Signed Post Office *g*

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS GIVEN TO THE PERSON BEING RATED

SECTION I (to be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle) *[Redacted]* *[Redacted]* *[Redacted]* M TS
 2. DATE OF ENTRANCE ON DUTY *23 March 1953* 3. SERVICE ASSIGNED TO *DDP* 4. DIVISION *TSS* 5. BRANCH *[Redacted]*
 6. NATURE OF ASSIGNMENT DEPARTMENTAL FIELD 7. IN FIELD, SPECIFY DUTY *[Redacted]* 8. GRADE *GS-11*
 9. DATE THAT THIS REPORT IS DUE *23 December 1954* 10. PERIOD COVERED BY THIS REPORT (Inclusive dates) *22 December 1953 to 23 December 1954*

SECTION II (to be filled in by Supervisor)

1. CURRENT POSITION *Chief, Analysis & Research Branch 1390.01* 2. DATE ASSUMED RESPONSIBILITY FOR POSITION *1 February 1954*
 3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):
 Makes analyses *[Redacted]*
 determines necessity for special procurement *[Redacted]*
 determines existence of check points, departures from normal *[Redacted]*
 makes critique of finished *[Redacted]* Conducts *[Redacted]* analysis for operations desks; *[Redacted]*
 Conducts training in field expedients of *[Redacted]*
 conducts briefing in general *[Redacted]* activity. Researches into and develops new and field methods for *[Redacted]*
 Maintains liaison with government and commercial organizations active in fields of *[Redacted]* sciences, etc.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report has has not been shown to the individual rated.

THIS DATE: *17 Dec 54* SIGNATURE OF RATER (Supervisor's immediate supervisor): *[Redacted]*
 I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum):
 THIS DATE: *15 Dec* SIGNATURE OF ADMINISTRATIVE OFFICER: *James H. Drum*

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but receives its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "V" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES					
	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.			X			
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED ARISES.				X		
3. CAUTIOUS IN ACTION.				X		
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X
9. HAS SENSE OF HUMOR.				X		
10. KNOWS WHEN TO SEEK ASSISTANCE.				X		
11. CALM.			X			
12. CAN GET ALONG WITH PEOPLE.					X	
13. MEMORY FOR FACTS.				X		
14. GETS THINGS DONE.				X		
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.				X		
16. CAN COPE WITH EMERGENCIES.					X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.					X	
18. HAS STAMINA. CAN KEEP GOING A LONG TIME.			X			
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.				X		
22. ADMITS HIS ERRORS.				X		
23. RESPONDS WELL TO SUPERVISION.				X		
24. EVEN DISPOSITION.				X		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X

SECRET

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OVERRIGHS ALL OTHER CONSIDERATIONS:

None

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, WHY?

No

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None at present.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY. ... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

AE

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (LAST) (FIRST) (MIDDLE) 2. GRADE 3. POSITION TITLE
 4. OFFICE STAFF OF DIVISION BRANCH OFFICE FIELD IF FIELD, SPECIFY STATION
 5. PERIOD COVERED BY REPORT 6. TYPE OF REPORT
 FROM 23 Mar 53 TO 22 Dec 53 Initial Annual Special
 Reassignment Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.
- a. Analyze foreign [redacted] for the purpose of [redacted]
 - b. Conduct a [redacted]
 - c. Conduct operational [redacted]
 - d. Conduct research [redacted]
 - e. Maintain liaison with security-cleared government agencies and consultants engaged in [redacted] work.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
NONE			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?
 Intelligence [redacted]
 IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).
 Not applicable.

10. [redacted signature] [redacted] DATE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.
 [redacted] is well qualified to perform all tasks assigned him and capable of greater responsibilities. He is mature, has broad experience in intelligence activities; is an excellent instructor, capable of clear self-expression. He has acquired a wealth of knowledge in the field of [redacted] intelligence through wide field experience, academic study, and instructional experience. A pleasing personality, good contact man. His manner of performance on duties assigned has been excellent.

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12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICABLE? (NOTE: OR OUTSTANDING?)
Acceptance of responsibility, thoroughness, eagerness to try new techniques and ideas, cooperation.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORTS FOR SELF-IMPROVEMENT?
Wider knowledge of [redacted] techniques; application of new techniques in practical [redacted]
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
Has capacity to handle greater responsibilities, especially in technical or associated training activities.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
Possibly, at present feels he is performing valuable services to Agency which heretofore have received little support; character of [redacted] and operational analysis, research.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
None at present; continued widening of his present knowledge of advanced techniques in [redacted]
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
<p style="text-align: center;">29 Dec 53 DATE</p> <p style="text-align: right;">[redacted]</p>
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.)
<p style="text-align: center;">B 29 Dec 53 DATE</p> <p style="text-align: right;">[redacted] OFFICER</p>
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)
[redacted] has proved of great value in his assignment. He is qualified for higher responsibilities in his specialties.

SECRET

FORM NO. 101-101
NOTICE OF CHANGE IN HEALTH BENEFITS ENROLLMENT
FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

A. IDENTIFYING DATA

1. NAME (LAST, FIRST, MIDDLE INITIAL)	2. DATE OF BIRTH	3. OFFICE CONTROL NO.	
4. ADDRESS (NUMBER AND STREET)	5. PAYROLL OFFICE NO.	6. ENROLLMENT CODE NO.	
(CITY AND ZONE NUMBER) STATE	1123901	431	
	7. DATE ACTION BECOMES EFFECTIVE		

B. TERMINATION

11/9/2012

ENROLLMENT TERMINATES EFFECTIVE ON THE DATE SHOWN IN ITEM 7, ABOVE, WITH ELIGIBILITY TO CONVERT TO A NONGROUP CONTRACT.

C. CHANGE IN PLAN

ENROLLMENT SHOWN BY ITEM 6 ABOVE, HAS BEEN TERMINATED BECAUSE OF ELECTION OF ANOTHER PLAN.

D. TRANSFER OUT	E. TRANSFER IN
<p>NAME AND ADDRESS OF NEW PAYROLL OFFICE FOR RETIREMENT SYSTEM TO WHICH TRANSFERRING</p> <p><input type="checkbox"/></p>	<p>ENROLLMENT ACCEPTED BY THIS AGENCY</p> <p><input type="checkbox"/></p>

F. SUSPENSION	G. REINSTATEMENT
<p>ENROLLMENT HAS BEEN SUSPENDED EFFECTIVE ON DATE SHOWN IN ITEM 7, ABOVE, WHILE ENROLLEE IS ON ACTIVE MILITARY DUTY OR FOR THE REASON STATED IN REMARKS</p> <p><input type="checkbox"/></p>	<p>ENROLLMENT HAS BEEN REINSTATED EFFECTIVE ON DATE SHOWN IN ITEM 7, ABOVE.</p> <p><input type="checkbox"/></p>

H. CHANGE IN NAME OF ENROLLEE

ENROLLMENT HAS BEEN CHANGED TO

NAME ADDRESS IF DIFFERENT FROM ITEM 4, ABOVE DATE OF BIRTH

I. CHANGE IN ENROLLMENT — SURVIVOR ANNUITANT

ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY

NEW ENROLLMENT CODE NUMBER

J. REMARKS

7263 71555

K. DATE OF NOTICE

HEALTH BENEFITS OFFICE, AGENCY OFFICE DATE

Central Intelligence Agency
 Washington, D.C.

BIOGRAPHIC PROFILE (PART 2)

Fitness Report Dec 1957 - Jan 1959 -- "...is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex A&R activities. In many respects this tends to contribute to his main weakness in that he measures the potential of his personnel by his own level of proficiency rather than a team level. This creates a situation whereby he has tendency to perform many functions which he could delegate to his personnel." Rater, [redacted] Reviewer, [redacted]

Fitness Report Jan 1959 - Jan 1960 -- "...thorough technical knowledge of A&R activities qualifies him as a competent Supervisor. Since the last reporting period, he has delegated more responsibilities to personnel under his supervision. This, in effect, has increased the productive capability of his Branch." Rater, [redacted] Reviewer, [redacted]

Award Citation 1961 from Chief, NSA, for excellent work on Report C-145 performed by TSS personnel. Conferred by Chief, [redacted].

Commendation 1965 from the field, conveyed by the Career Management Officer, TSS, for efficiency in rendering support to an operation.

9 Jul 1960

DR. PAUL LARSON

Return to 1 0 1 0

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Name: _____
Last, First Middle

TO: All C. I. A. Personnel
FROM: Personnel Director
SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

CODED
FOR
QUALIFICATIONS
DATE 17 May 53

George E. Meloon
George E. Meloon
Personnel Director

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PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle)		3. Office
4. Date of Birth	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Martial Status <u>S</u> Nr. Dependents <u>1</u>	6. CIA Entry Date: 23 March 53
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____		

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | | |
|--|---|--|-------------------|
| 1. Less than high school | <input checked="" type="checkbox"/> GED | 2. Two years college, or less | 8. Masters degree |
| 2. High school graduate | | 5. Over two years, no degree | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | | 6. Bachelor degree | |
| | | 7. Post-graduate study (minimum 8 sem. hrs.) | |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
Counter Intelligence Corps	Mar-47	May-47	2 1/2	(MOS 1301) Basic course for Special Agent
Instructor Guidance Course	Apr-52	Apr-52	1	Instructor, CIC School
Chemical Warfare School	May-43	June-43	1/2	Gas Non Commissioned Officer

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SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.) *See Military Work below and Sec XVI*

From <u>May 46</u> To <u>Oct 46</u> Tot. mo's <u>5</u> Classification Grade (if in Federal Service) <u>SP-7</u> Salary <u>\$3021.00</u> Number and Class of Employees <u>Laborer</u> Supervised: <u>100 laborer skilled</u> Employer <u>U.S. Forest Service</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Forestry</u>	Exact Title of your position <u>Camp Supt.</u> Description of Duties: <u>Timber disease control, fighting forest fires, camp administration (food, pay, project records, etc.)</u> Duty Station if overseas:
From <u>Apr 45</u> To <u>Apr 46</u> Tot. mo's <u>12</u> Classification Grade (if in Federal Service) <u>GPC 7</u> Salary <u>\$2694.96</u> Number and Class of Employees Supervised: <u>35 laborers</u> Employer <u>U. S. Forest Service</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Forestry</u>	Exact Title of your position <u>Camp Supt.</u> Description of Duties: <u>Hazard Reduction project, fighting forest fires, camp administration, (food, pay, project records, etc)</u> Duty Station if overseas:
From <u>Oct 44</u> To <u>Apr 45</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) Salary <u>\$1.10 per hr</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>McCloud River Lbr. Co.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Lumber</u>	Exact Title of your position <u>Brakeman</u> Description of Duties: <u>Brakeman on Diesel loco.</u> Duty Station if overseas:
From <u>June 44</u> To <u>Oct 44</u> Tot. mo's <u>4</u> Classification Grade (if in Federal Service) Salary <u>\$90.00 per hr</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>Brown Shasta Ranch.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Horse racing and breeding</u>	Exact Title of your position <u>Laborer</u> Description of Duties: <u>working with horses, cattle and crops.</u> Duty Station if overseas:
From <u>Dec 43</u> To <u>June 44</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) Salary <u>\$90 per hr</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>McCloud River Lbr. Co</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Lumber</u>	Exact Title of your position <u>Laborer</u> Description of Duties: <u>Handle lumber & Operate machines.</u> Duty Station if overseas:

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Sec. II, Par. 2.

From 19 May 1941 to 3 November 1943 Total Months 30
Military Service

From 5 Oct 1940 to 19 May 1941. Total months 7.
Classification grade (if in Federal Service)--- Salary---.75 per hr
Number and class of employees supervised--- None
Employer---McLeod River Lumber Co.
Kind of Business---Lumber
Exact Title of your position---Brakeman
Description of Duties---Brakeman on a diesel locomotive.
Duty Station if Overseas---

From 1 May 1940 To 1 Oct 1940 Total Months 5
Class. Grade (if in Federal Service) NAK Salary \$100.00 per mo.
Number and class of employees supervised 10-20 laborers

Employer US Forest Service
Kind of Business Forestry
Exact Title of your position Forest Guard
Description of your duties Suppression and prevention of Forest
Fires, enforcement of Forest laws, & maintenance of Forest & equip.
Duty station if overseas

From 1 Oct 1939 To 1 May 1940 Total months 7
Class. Grade (if in Federal Service) Salary 0.65 per hr.
Number and class of employees supervised None

Employer McLeod River Lumber Company
Kind of Business Lumber
Exact Title of your position Brakeman
Description of your duties Brakeman on diesel locomotive
Duty station if overseas

From 1 May 1939 To 1 Oct 1939 Total Months 5
Class. Grade (if in Federal Service) NAK Salary \$100.00 per month.
Number and class of employees supervised 10-20 laborers

Employer US Forest Service
Kind of business Forestry
Exact title of your position Forest Guard
Description of your duties Suppression and prevention of Forest
fires, enforcement of Forest laws, & maintenance of Forest & Equip
Duty station if overseas

Sec II, Par. 2.

From 1 Jan 1928 To 1 May 1929 Total Months 4
 Class. Grade (if in Federal Service) _____ Salary 0.9¢ per hr
 Number and class of Employees supervised None
 Employer McCloud River Lumber Company
 Kind of business Lumber
 Exact Title of your position Brakeman
 Description of your duties Brakeman on a diesel locomotive
 Duty station if overseas _____

From 1 Oct 1928 To 1 Jan 1929 Total Months 3
Unemployed

From May 1928 To 1 Oct 1928 Total Months 5
 Class. Grade (if in Federal Service) _____ Salary 150.00 per mo.
 Number and class of Employees supervised None
 Employer _____
 Kind of business Oil
 Exact Title of your position Relief tank-truck salesman.
 Description of your duties Sale and delivery of oil & gasoline to stations.
 Duty station if overseas _____

From Feb 1925 To April 1928 Total months 38
 Class. Grade (if in Federal Service) _____ Salary 0.50 per hr
 Number and class of employees supervised None
 Employer McCloud River Lumber Company
 Kind of business Lumber
 Exact title of your position Brakeman
 Description of your duties Brakeman on diesel locomotive.
 Duty station if overseas _____

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | |
|--|---|
| 01 <input type="checkbox"/> U.S. Secret Service | 24 <input type="checkbox"/> Air Force A-2 |
| 02 <input checked="" type="checkbox"/> Civil Police (Forest Service) | 25 <input type="checkbox"/> Foreign Economic Admin. |
| 03 <input type="checkbox"/> Military Police | 26 <input checked="" type="checkbox"/> Counter Intelligence Corps |
| 04 <input type="checkbox"/> U.S. Border Patrol | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U.S. Narcotics Squad | 28 <input type="checkbox"/> Strategic Services Unit |
| 06 <input type="checkbox"/> FBI | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div. | 30 <input type="checkbox"/> Central Intelligence Group |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information | 32 <input type="checkbox"/> Coordinator of Information |
| 23 <input type="checkbox"/> Army G-2 | 33 <input type="checkbox"/> Office of Facts & Figures |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare |
| | 35 <input type="checkbox"/> Federal Communications Comm. |

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE						HOW ACQUIRED				
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	Knowledge	Native of Country	Prolonged Occupation	Residence	Contact (Parents, etc.)	Academic Study (Inc. CIA training)
JAPANESE						X		X	CLC, 2 years		

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein _____

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

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SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
Japan	1948-1949	OCCUPATION X		
	1950-1950	X		
	1951-1951	X		
Korea	1950-1951		X (war)	

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used		WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener	
	1.	2.		1. Yes	2. No
Typing	1.	2.		1. Yes	2. No
Shorthand	1.	2.		1. Yes	2. No

Shorthand System: 1. Manual 2. Machine 3. Speedwriting.

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications:
	Horses, swimming, archery, boating, photography, and weapons.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.
International Assn. For Identification
Youngstown, Ohio

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

Co-author of 2 text books at the Counter Intelligence Corp School
Observation and Description
Physical Evidence
Co-author of the CIC Investigator. A handbook for CIC Agents.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
Personnel Qualification Tests	Nov 1949

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour (2) 4 year Tour (3) Not interested

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

Operational or instruction. <i>Has considerable experience in super-</i>
<i>visor, capable of working in consultation.</i>

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SEC. XIV. MILITARY STATUS

1. **Present Draft Status**
Have you registered under the Selective Service Act of 1948? Yes No.
If yes, indicate your present draft classification _____

2. **Present Reserve or National Guard Status**
Do you now have Reserve or National Guard Status Yes No.
If yes, complete the following.

1. National Guard
2. Air National Guard
3. Active Reserve Status (member of organized unit)
4. Inactive Reserve Status

Service _____ Grade _____ Location _____

Reserve Unit with which currently affiliated _____

Service Mobilization Assignment, if any _____

Location of Service Records, if known _____

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above. (Military Service-12 May 41-9 Nov 43, 20 Nov 46-8 Oct 49,

considerable study in Applied Psychology, Criminology, and Criminal Investigative Techniques. Delivered over 1500 hours of lectures on these subjects. Two (2) years experience in supervising an investigative type laboratory which specialized in _____ Number of personnel, five (5). Two (2) years experience as Special Agent, CIC. Total of Six (6) years in CIC. --- Highest rank, Master Sergeant *Permanent 1405 1901*

One (1) year experience with S-2 Section, Combat Intelligence, Interpretation and Evaluation of Information. ---

Two (2) years of general military training with emphasis on communications. (Infantry, Amphibious Troops, Tank Destroyers, Field Artillery.

DATE 7 April 53

SIGNATURE _____

CERTIFICATE OF ATTENDANCE

MAR 30 1953

I certify that on _____ I have attended
the Agency Indoctrination Course specified by Regulation
25-1.

[Redacted Signature Box]

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing to these appointment affidavits, you should read and understand the attached information for appointees

CIA

(Department or agency)

(Bureau or division)

(Title of employment)

I, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

23 March 1953

(Date of entrance on duty)

Subscribed and sworn before me this 23rd day of March, A. D. 1953,

at Washington D.C.

(City)

(State)

[SEAL]

5 USC 16 & 16a

(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (Street and number, city and State) Hotel Vivian, 1763 G St. N.W., Washington, D.C.

2. (A) DATE OF BIRTH: [] (B) PLACE OF BIRTH (city or town and State or Territory) Gallup, New Mexico

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY: [] (B) RELATIONSHIP Brother (C) STREET AND NUMBER, CITY AND STATE Calif. (D) TELEPHONE NO. Yes

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (FATHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 MONTHS? YES NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under item 10.

NAME	LAST KNOWN ADDRESS (Give street number, if any)	RELATIONSHIP		SINGLE (Check one)
		(1) PERMANENT	(2) TEMPORARY OR NOT EMPLOYED	
		1. _____		
		2. _____		
		3. _____		

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X			
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		X		
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PERSONAL OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.</i>		X		
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>		X		
9. HAVE YOU BEEN ADDED TO (INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED OR LESSED, OR FORFEITED OPERATIONAL PRIVILEGES) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date, (2) the nature of the offense or violation, (3) the name and location of the court, (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.</i>		X		

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine in his own best judgment that the appointment would be in conformity with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointments.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) **Identity of appointee**—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose application was submitted. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the distribution sheet, which was signed on the examination room. His personal appearance may be compared against the physical records. The appointee's name may be questioned on his personal history for agreement with his previous statements.

(2) **Age**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) **Citizenship**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation bills. Form 61 constitutes an affidavit for both purposes and to acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointing officer should not be constrained until clearance has been secured from the certifying office of the Civil Service Commission.

(4) **Members of Family**—Section 9 of the Civil Service Act provides that whenever there are closely two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members of family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

IMPORTANT: The information on this form will be used in determining creditable service for *leave purposes* and retention credits for *reduction in force*. The employee should complete Part I and the Personnel Office should complete Parts II through IV.

PART I.—EMPLOYEE'S STATEMENT										PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE			
1. NAME (Last, first, middle initial)					2. DATE OF BIRTH					3. RETENTION GROUP			
3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT: (Do not include military service.)										4. CTS STATUS (For permanent employees only) <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME AND LOCATION OF AGENCY		FROM—			TO—			TYPE OF APPOINTMENT OR AGENCY		5. SERVICE			
		YEAR	MONTH	DAY	YEAR	MONTH	DAY			YEAR	MONTH	DAY	
U.S. Forest Service		1934	June	1	1937	Oct	19	See attached		5	10	✓	
U.S. Forest Service		1940	May	14	1941	Oct	15	see attached		6	27	✓	
U.S. Forest Service		1942	May	28	1943	May	15	see attached		11	24	✓	
U.S. Forest Service		1946	July	5	1950	Mar	29	see attached		4	24	✓	
CIA		53	Mar	23									
6. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES, IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."										7. TOTAL SERVICE 20			
BRANCH		FROM—			TO—			DISCHARGE (How or dishon.?)		8. NONCREDITABLE SERVICE (Leave purposes only)			
		YEAR	MONTH	DAY	YEAR	MONTH	DAY			YEAR	MONTH	DAY	
Army		1941	May	19	1942	May	29	Hon.		2	5	17	
Army		1946	Nov	29	1947	Oct	8	Hon.		2	10	9	
Army		1950	Jan	5	1951	Mar	20	Hon.		3	2	18	
9. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.										12. TOTAL SERVICE 10			
TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mor Nat)		FROM—			TO—			TOTAL			13. NONCREDITABLE SERVICE (LWP purposes only)		
		YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS			
Furlough		1939	Oct	1	1940	May	1						
10. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If answer is "Yes," in what agency were you employed at the time status was acquired?)										14. NONCREDITABLE SERVICE (LWP purposes only)			
11. ARE YOU: A. THE WIFE OF A DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO C. THE UNMARRIED WIDOW OF A VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO										15. REEMPLOYMENT RIGHTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
16. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS. I swear (or affirm) that the above statements are true to the best of my knowledge and belief.										16. RETENTION RIGHTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Subscribed and sworn to before me on this <u>23</u> day of <u>March</u> 19 <u>53</u> at <u>Woodbridge</u> (STATE)										17. EXPIRATION DATE OF RETENTION RIGHTS			
SEAL													

**PART III.—DETERMINING CREDITABLE SERVICE
AND SERVICE COMPUTATION DATE FOR
LEAVE PURPOSES**

TOTAL SERVICE (Item 12)

NONCREDITABLE SERVICE (Item 13)

CREDITABLE SERVICE (Leave purposes)

YEARS	MONTHS	DAYS

ENTRANCE ON DUTY DATE (Present agency)

LESS CREDITABLE SERVICE (Leave purposes)

SERVICE COMPUTATION DATE (Leave purposes)

53	3	27
10	3	28
42	12	3

**PART IV.—DETERMINING CREDITABLE SERVICE
AND SERVICE COMPUTATION DATE FOR
REDUCTION IN FORCE PURPOSES**

(To be completed only in those cases when the amount of creditable service for reduction
in force purposes differs from the amount creditable for leave purposes)

TOTAL SERVICE (Item 12)

NONCREDITABLE SERVICE (Item 14)

CREDITABLE SERVICE (RIF purposes)

ENTRANCE ON DUTY DATE (Present agency)

LESS CREDITABLE SERVICE (RIF purposes)

SERVICE COMPUTATION DATE (RIF purposes)
(Enter as the "service computation date" on the employee's "Service Record Card," SP-7)

YEARS	MONTHS	DAYS

REMARKS:

CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 6 Feb. 1953

TO: Chief, [redacted] Division

Your Reference: I-2594

FROM: Chief, Security Division

Case Number: 71129

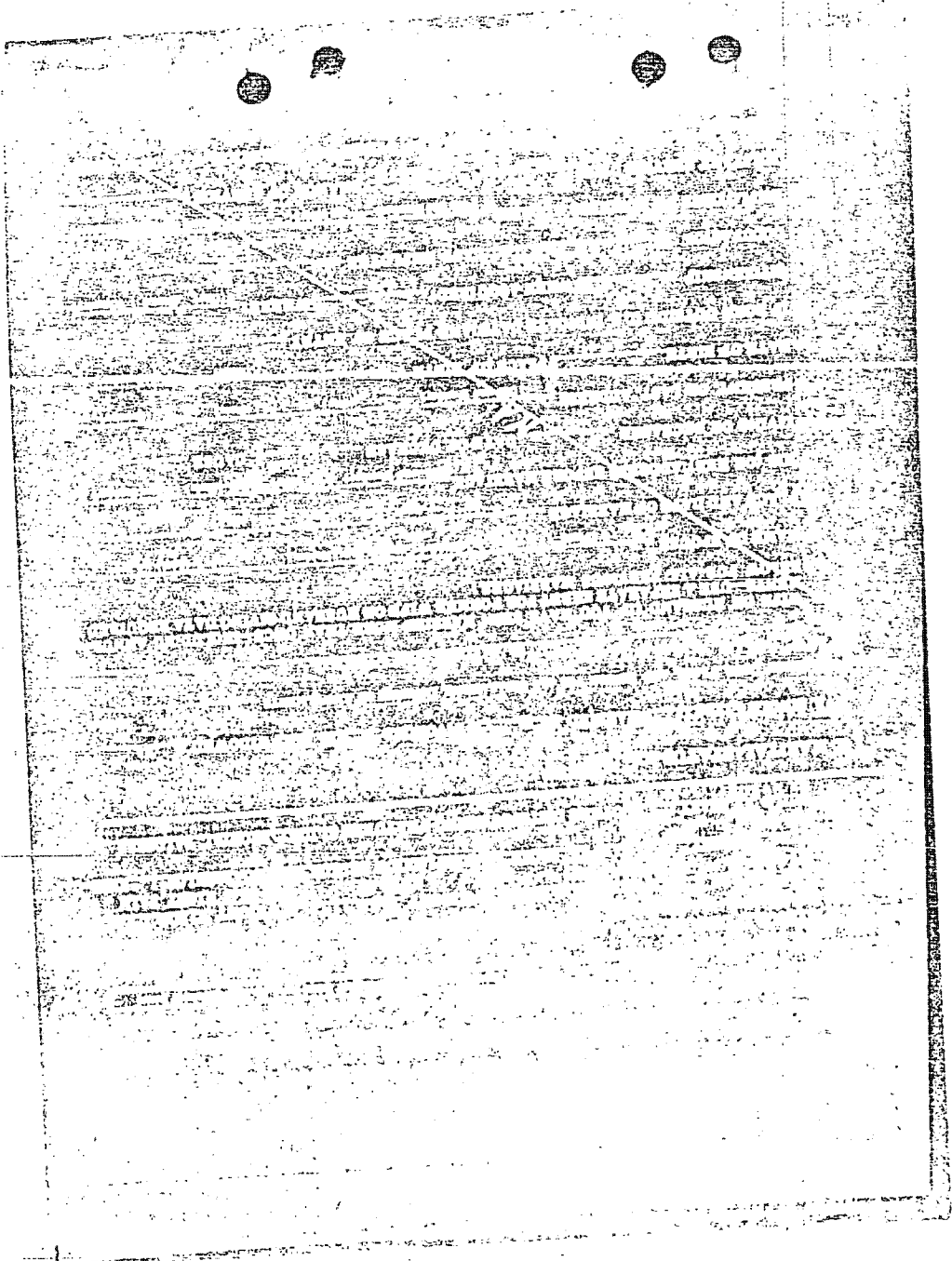
SUBJECT: [redacted]

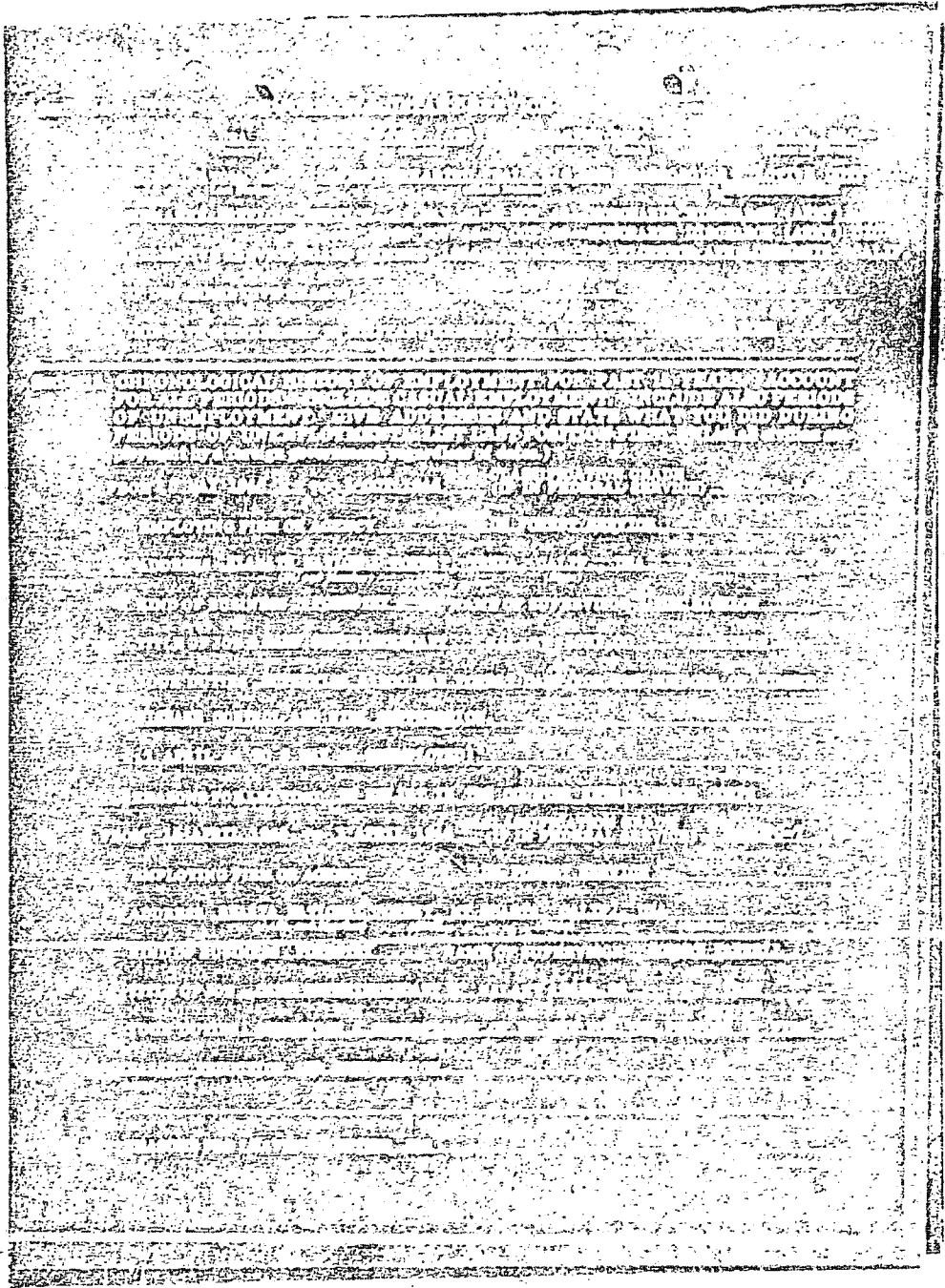
1. This is to advise you of security action in the subject case as indicated below:
 - Security approval is granted the subject person for access to classified information.
 - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
 - The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of the E.O.D. procedures.

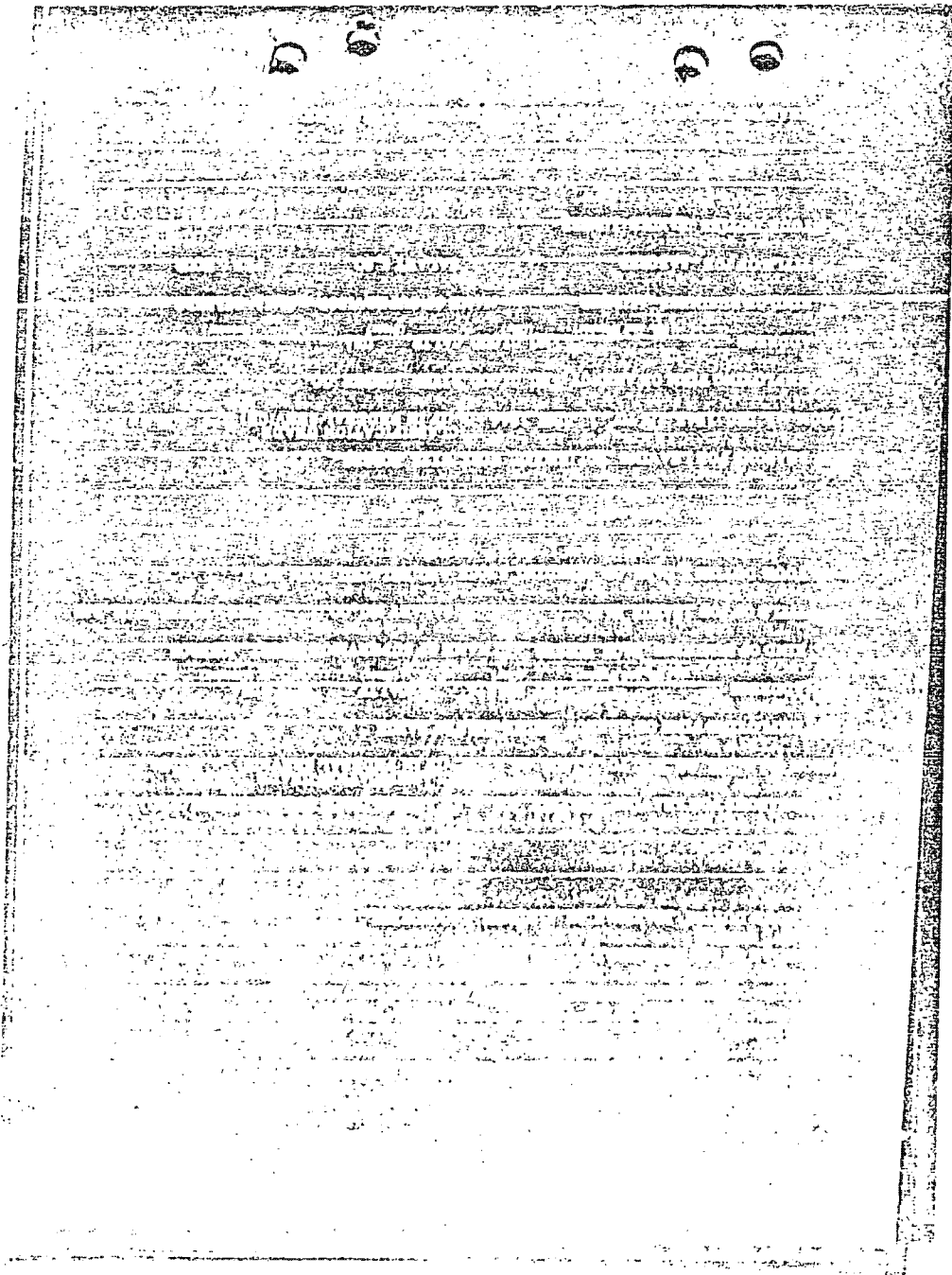
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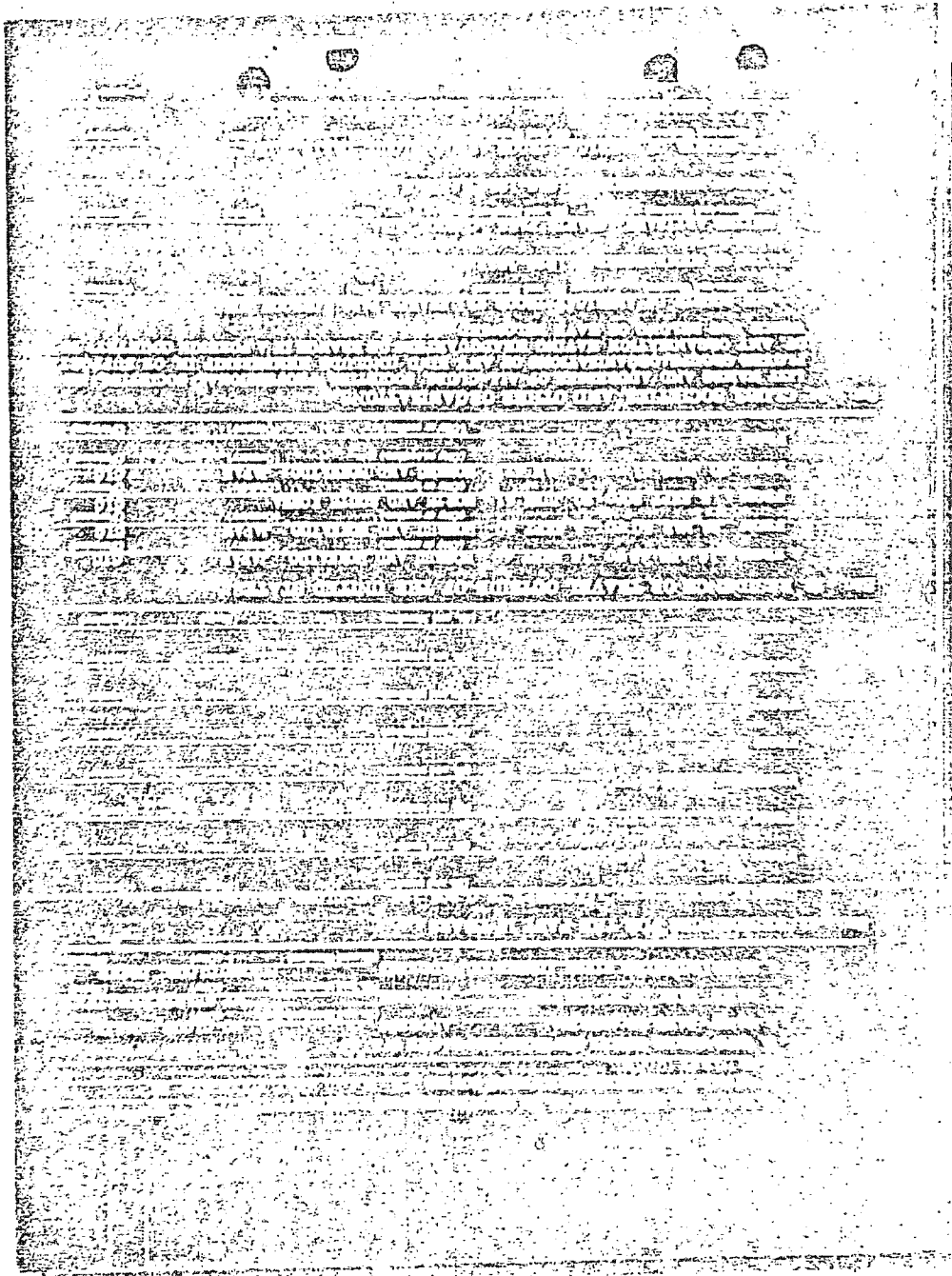
JAY

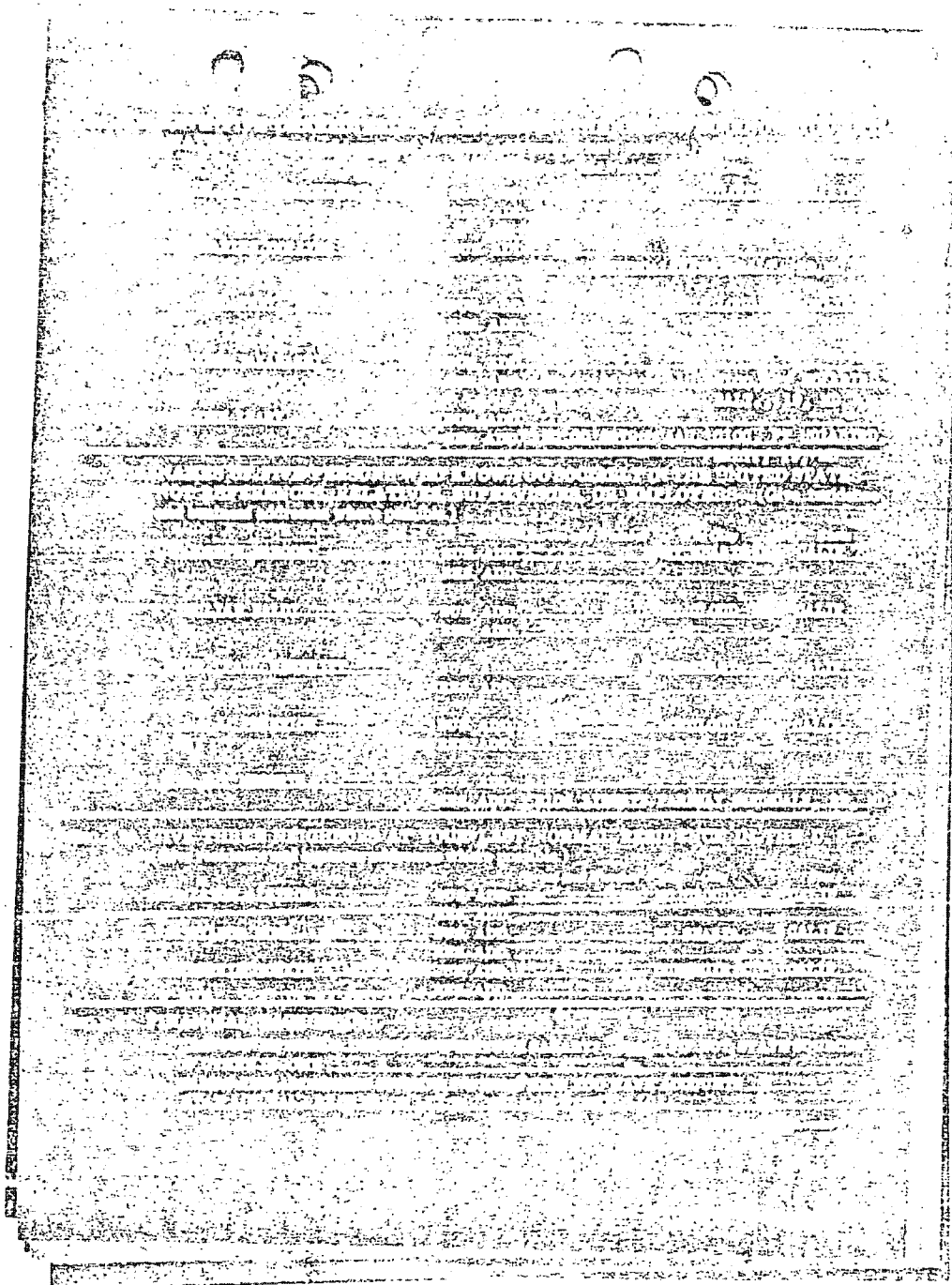
CONFIDENTIAL

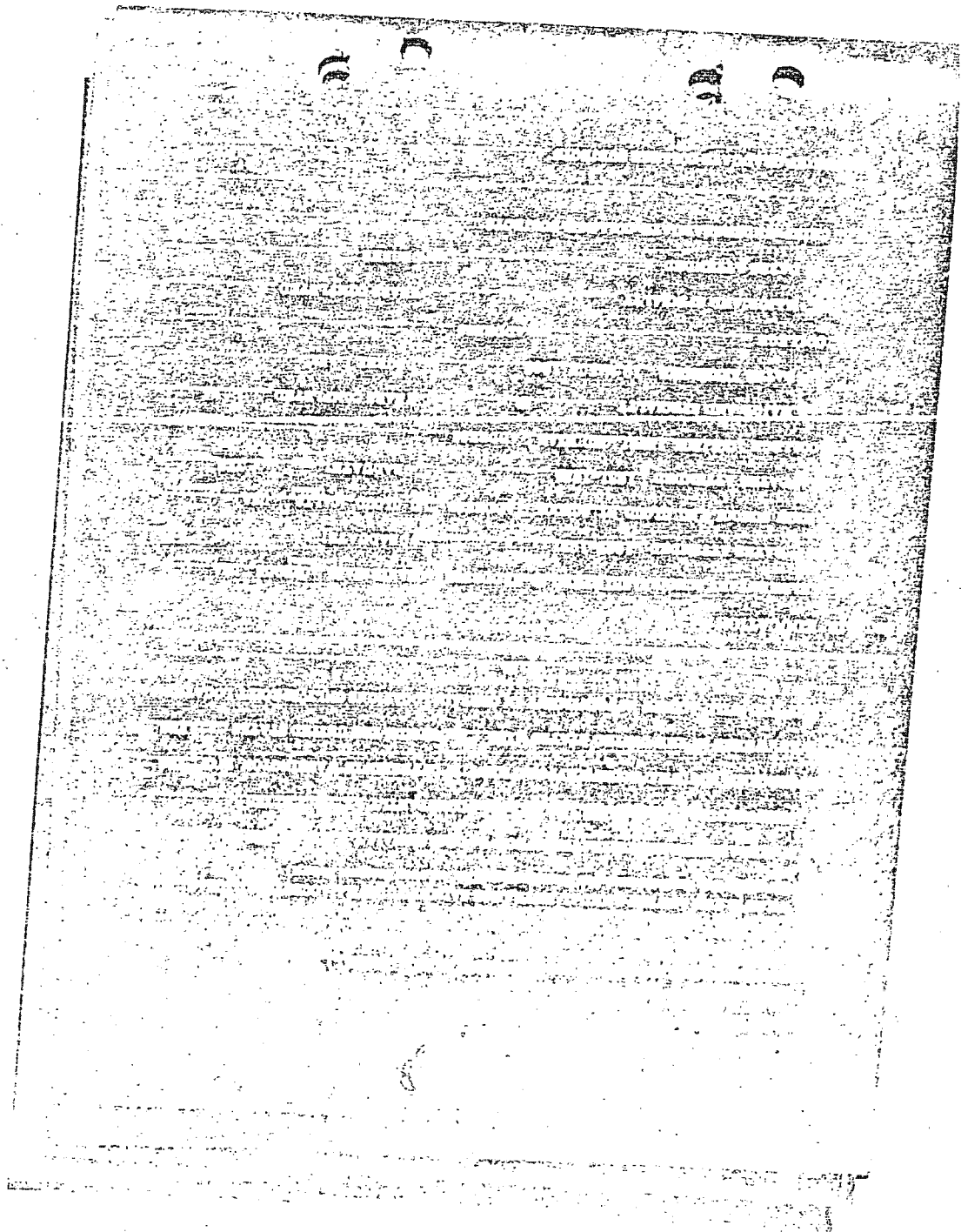


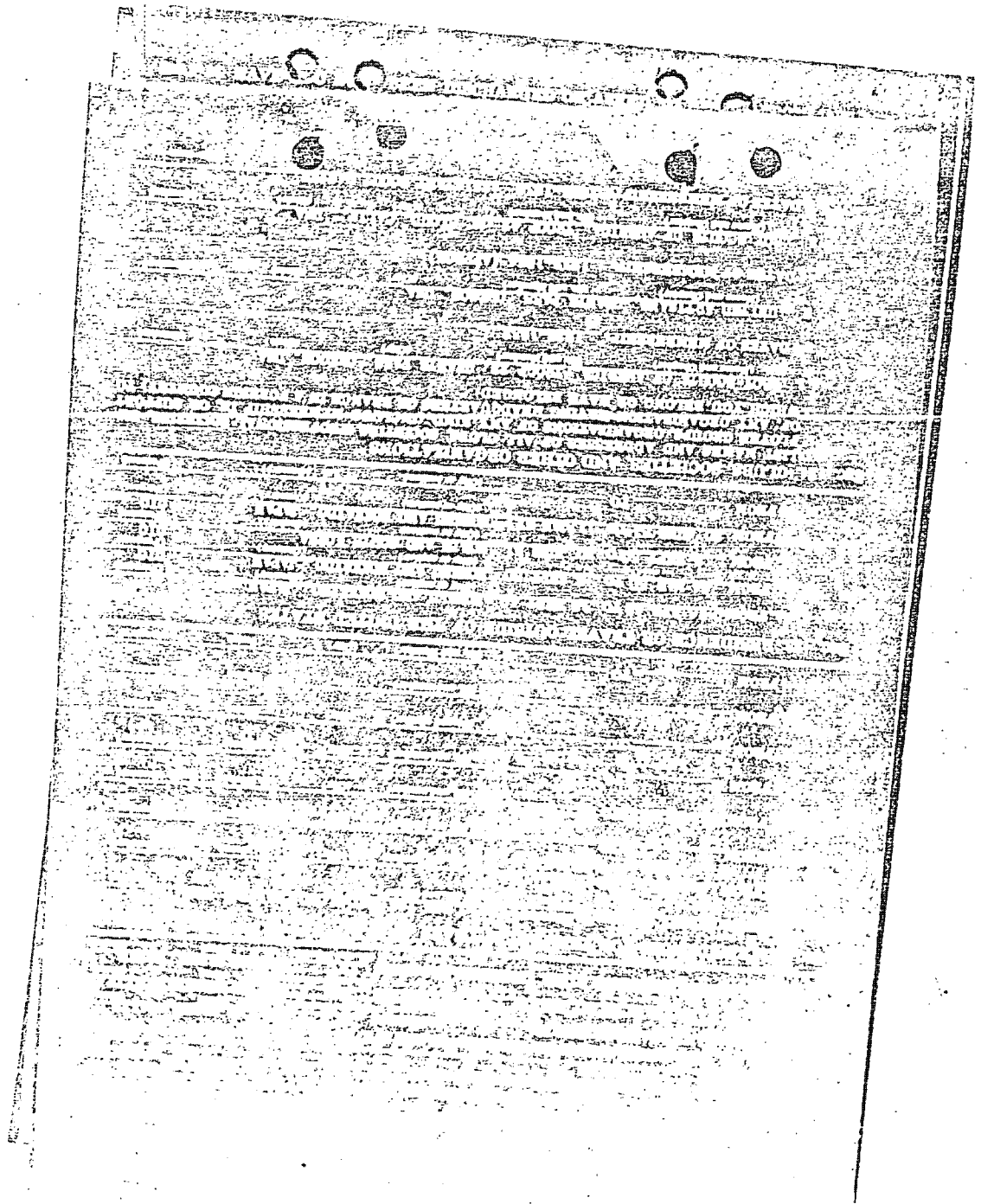


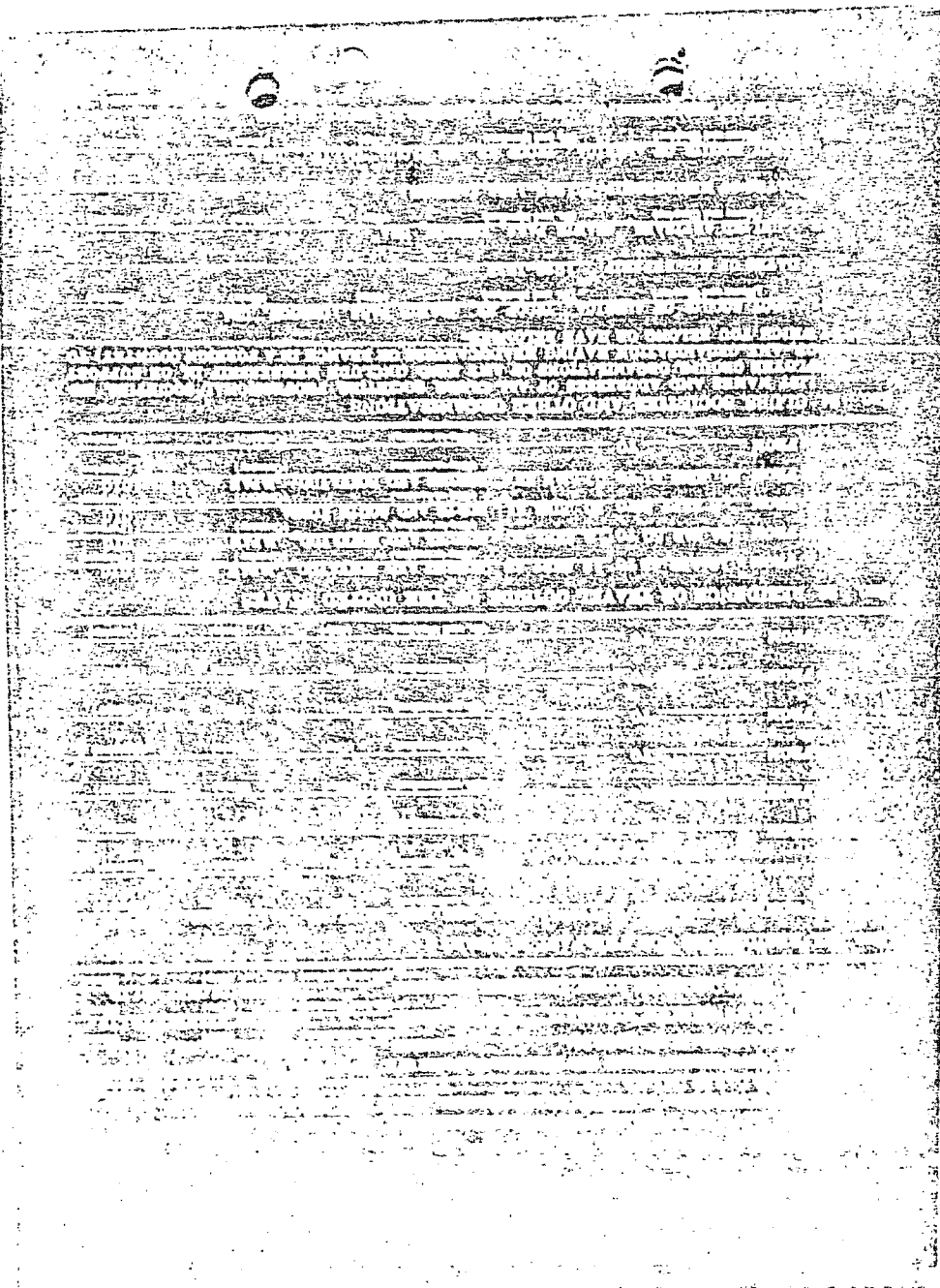


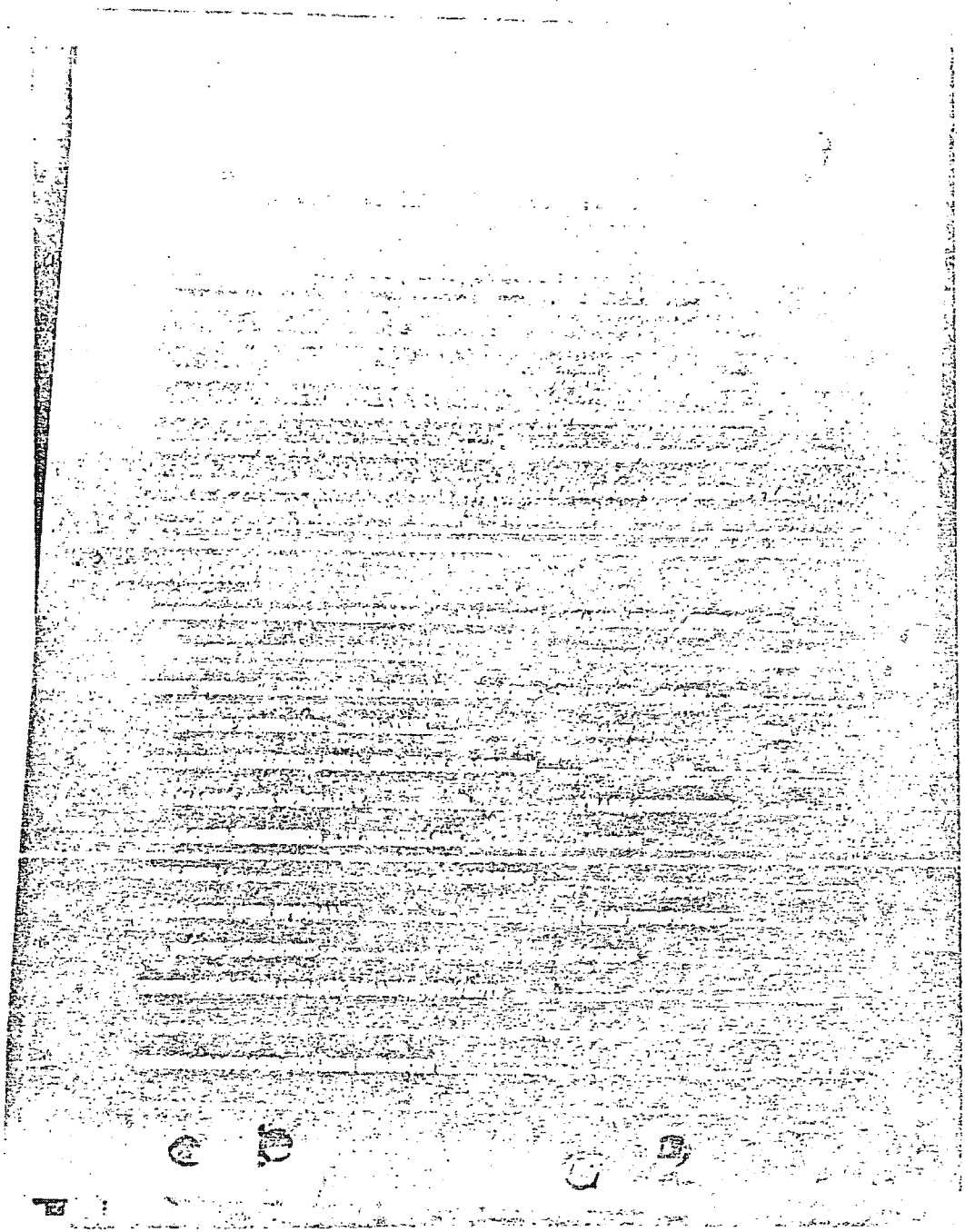




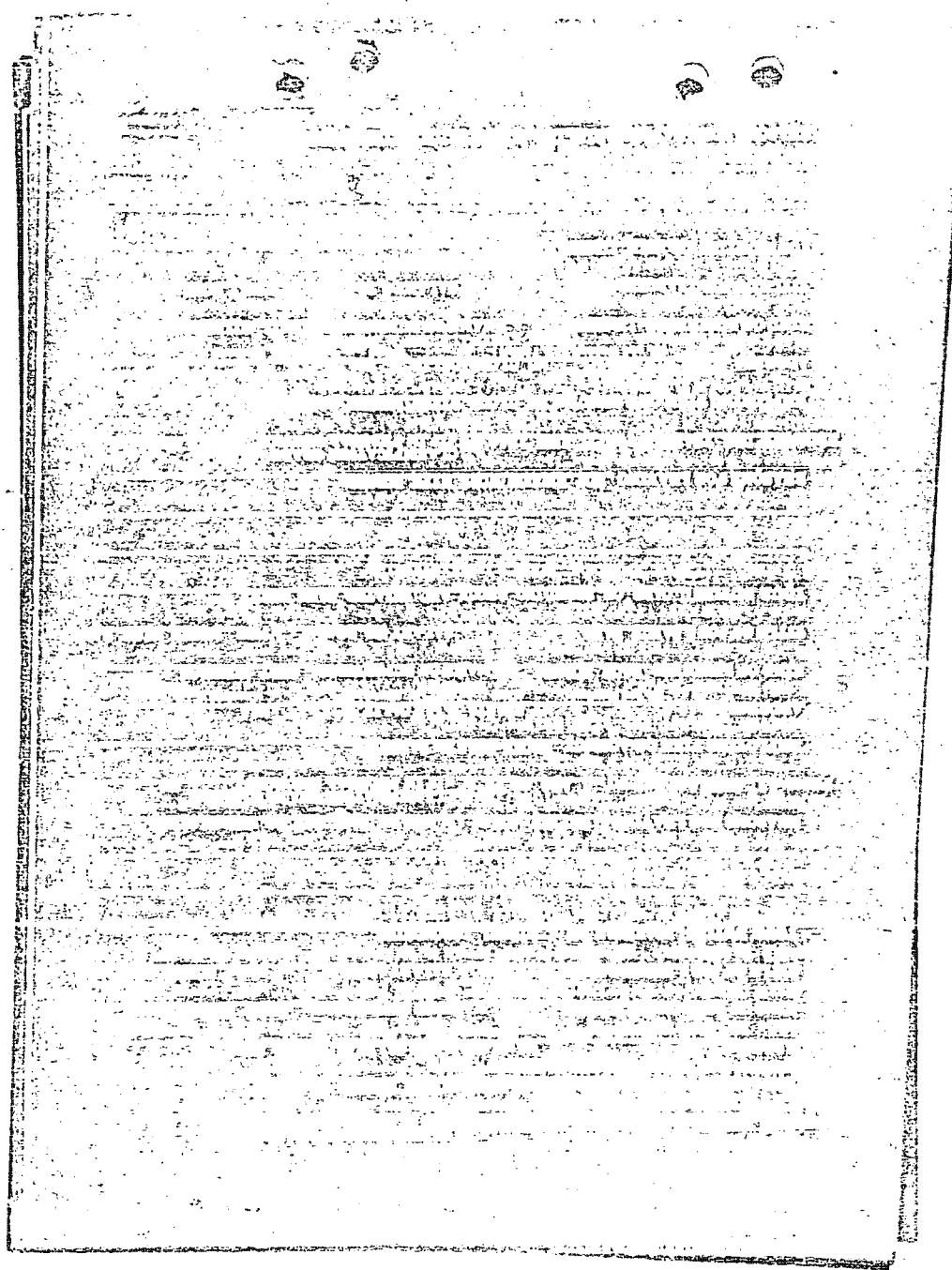


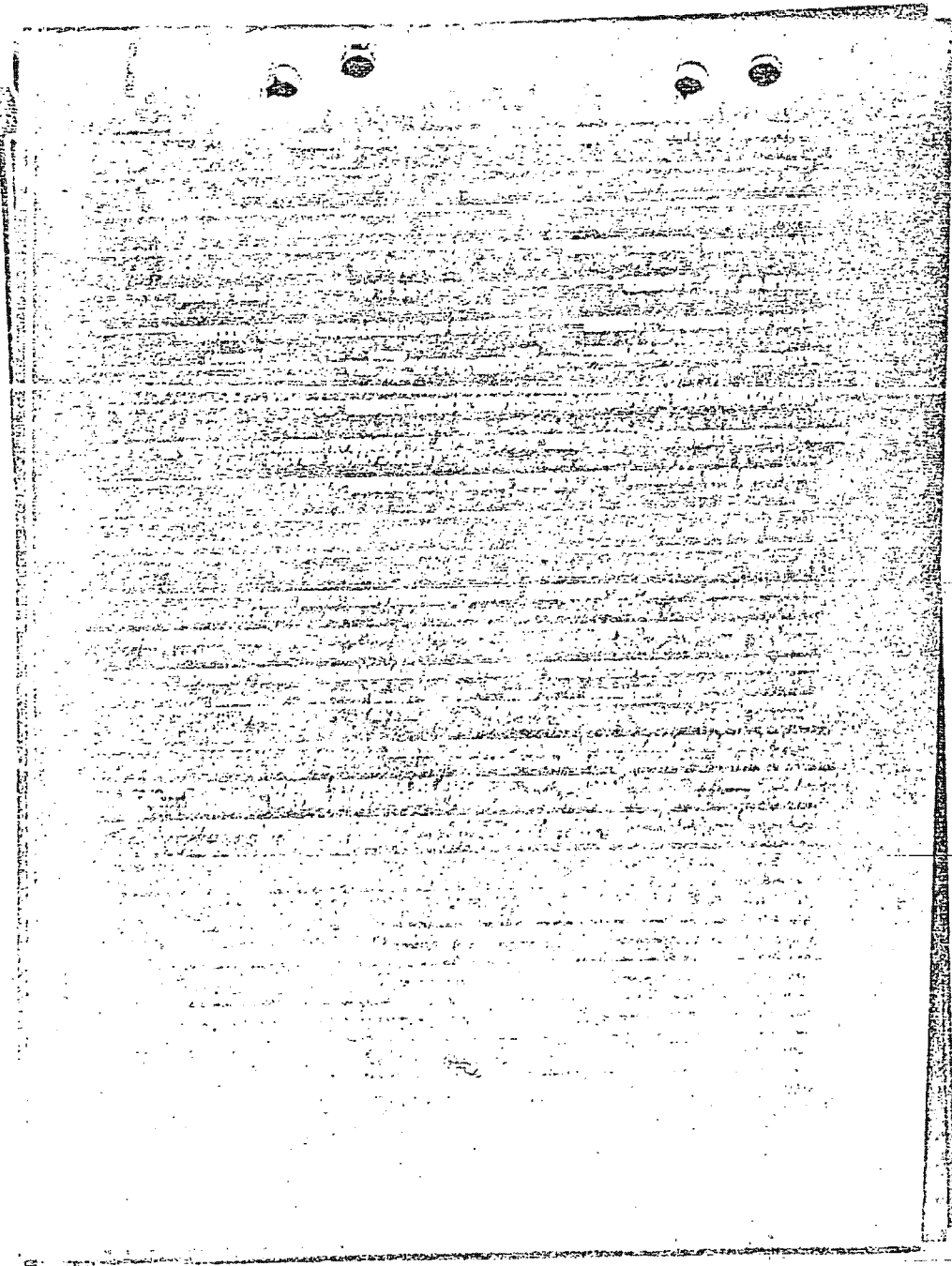


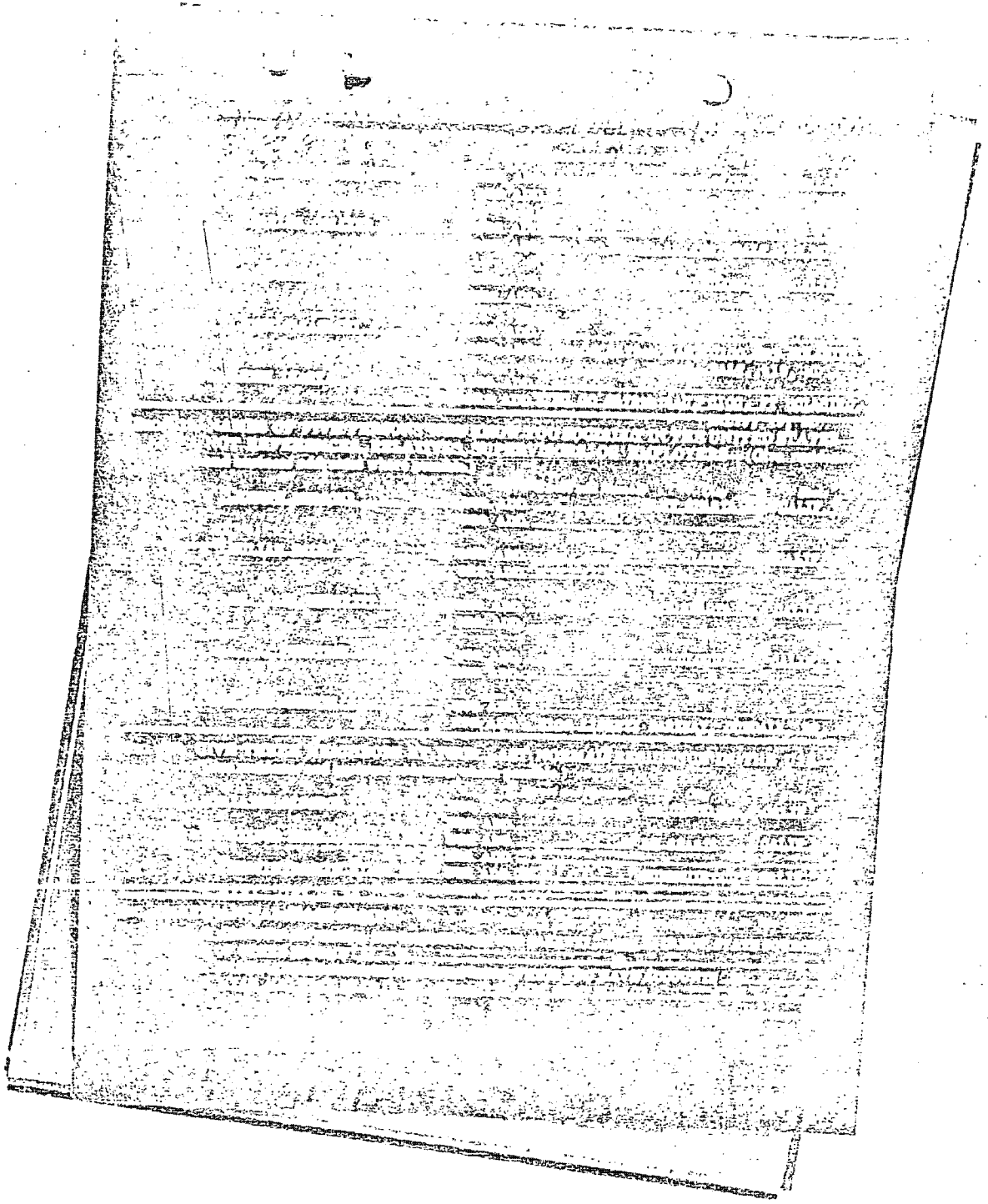




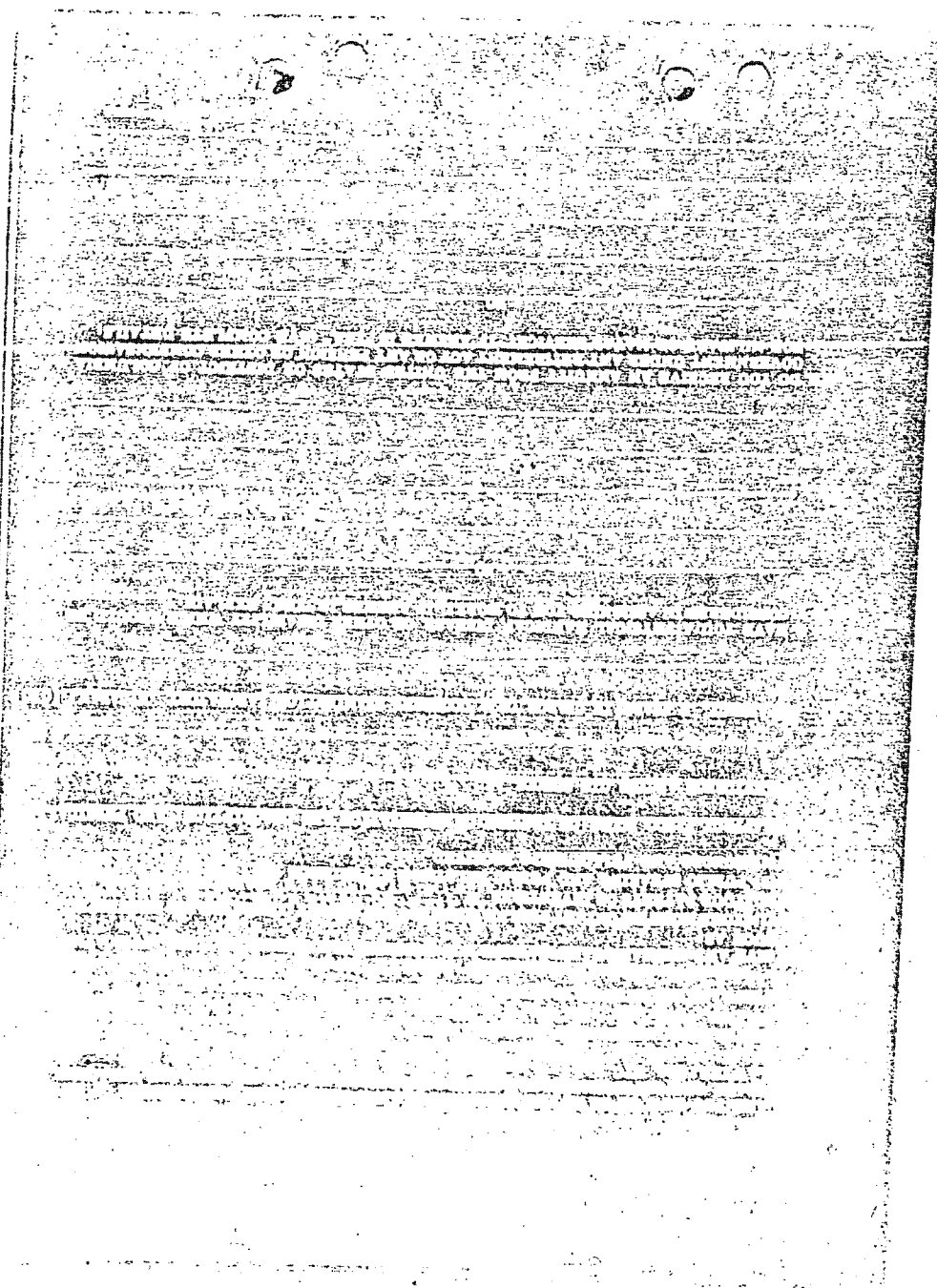
[Illegible text, possibly a signature or name]



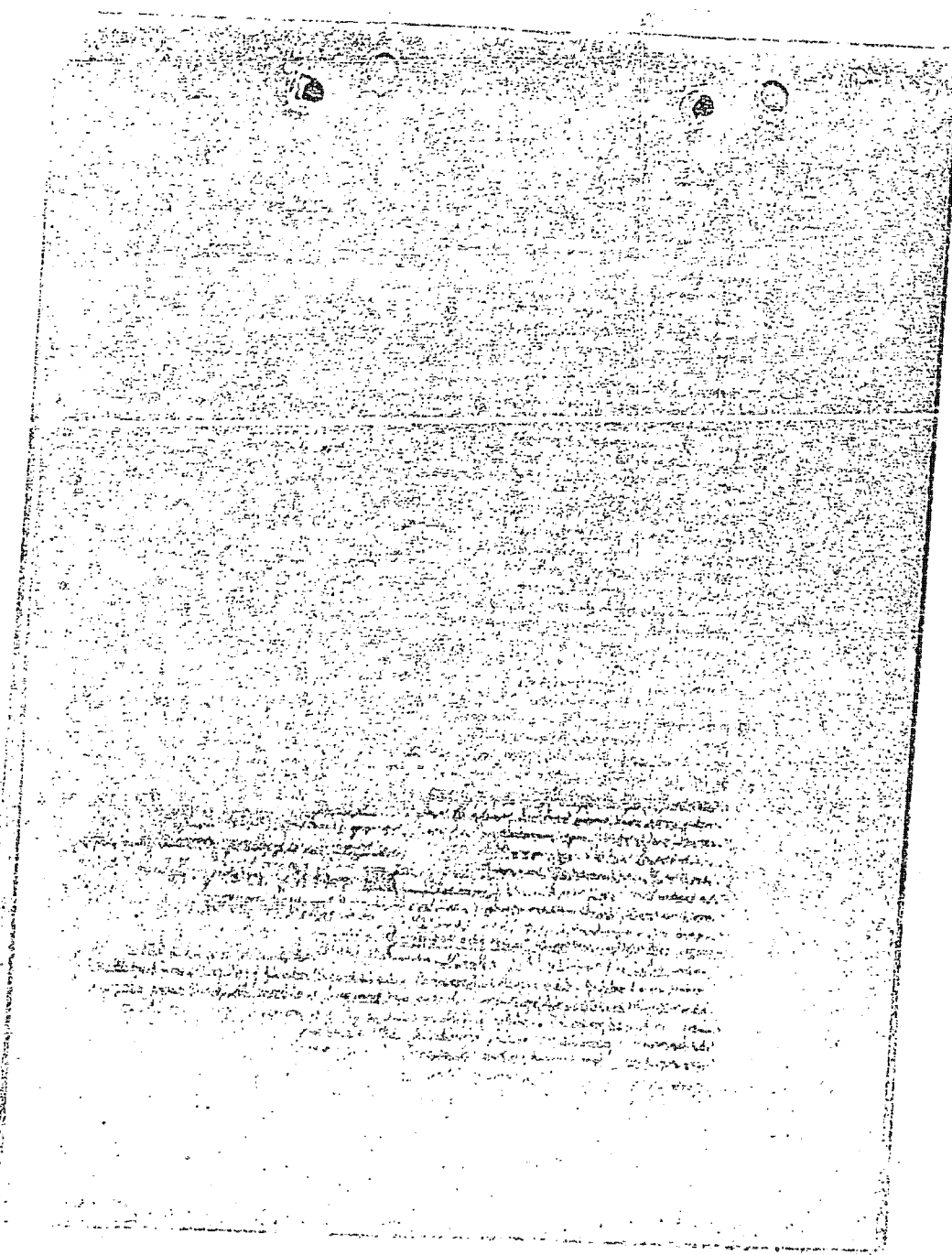




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[The text in this block is extremely faint and illegible due to heavy noise and low contrast. It appears to be a multi-paragraph document with several lines of text per paragraph, but no specific words or numbers can be discerned.]



RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE

~~Sept. 1970~~
Sept. 1963